

# **MARTON AND NORMANBY VILLAGE HALL**

## **HEALTH AND SAFETY POLICY**

### **INTRODUCTION**

It is the intention of Marton and Normanby Village Hall Committee to act positively, where it can reasonably do so, to prevent injury, ill health or any danger arising from activities at Marton and Normanby Village Hall. The committee considers the promotion of the health and safety of its volunteers and those who use the premises, including contractors who may work there, to be of great importance. The committee also recognises that the effective prevention of accidents depends both on a commitment to safety and the maintenance of equipment and safe systems of work.

Volunteers, hirers, visitors and contractors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with requirements set out in the hiring agreement and to do everything they can to prevent injury to themselves or others.

### **ORGANISATION ,SAFETY RULES AND DUTIES OF HEALTH AND SAFETY**

All committee members, hirers and contractors are expected to recognise and accept the following duties:

- to follow health and safety instructions and to report damages
- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions
- to co-operate as far as is necessary to enable any duty imposed by the committee is performed and complied with.

All new hirers will be given information about health and safety procedures at the hall which they will be expected to follow and will be shown the location of the first aid supplies and the accident book. The Committee reserve the right to not allow any hiring which, after a risk assessment of the activities by the Booking Secretary, may be contrary to this Health and Safety Policy.

The following practices must be followed by volunteers, hirers and contractors in order to minimise risks:

- make sure all exit doors are clear
- do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration
- do not work on steps or ladders until they are properly secured and another person is present

Should anyone using the village hall come across a fault, damage or other situation that might cause injury and cannot be rectified immediately they should inform the Chairperson or a committee member so that the problem can be dealt with.

A plan of the hall is displayed on the indoor noticeboard showing the location of the first aid box, fire exits, the extinguishers, fuse box , stopcock and heater switches. Fire extinguishers are checked each year by East Coast Fire Services Limited.

## **PROCEDURE IN CASE OF ACCIDENTS**

The First Aid Box is located in **the kitchen**

The person responsible for keeping the First Aid Box up to date is .....

The location of the nearest defibrillator is **telephone box, Main Street, Marton.**

The location and telephone number of the nearest doctor's surgery is **Kirbymoorside Surgery. The Old School, Tinley Garth, Kirbymoorside, YO62 6AR, 01751 431254**

The location of the nearest hospital Accident and Emergency/Casualty Department is York General Hospital

The accident book is located with the First Aid Box and must be completed whenever an accident occurs and handed to or pointed out to a committee member. The Committee review the book at the time of their meetings and will take any action required.

The person responsible for completing RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) forms and reporting of accidents to HSE is the Chairperson.

**NOTE:** The following major injuries or incidents must be reported on RIDDOR forms

- fractures, other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substances or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substances by inhalation, ingestion or through skin
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

## **SAFETY RULES**

Hirers, visitors and contractors will be expected to recognise that there is a duty on them to comply with safety requirements set out by the Management Committee and to accept responsibility to do everything they can to prevent injury to themselves or others.

The following practices must be followed by hirers and contractors in order to minimise risks:

- Make sure exit doors are clear
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration
- Do not work on steps, ladders or at a height until they are properly secured and another person is present
- Do not attempt to carry or tip the water boiler when it contains hot water. Leave it to cool.

- Do not allow children in the kitchen area except under close supervision. Avoid overcrowding in the kitchen.
- Report any evidence of damage or faults to the equipment or the building's facilities to the Committee.
- Report every accident in the accident book and to the Committee.
- Mop spills immediately to avoid creating a slipping hazard.
- Avoid creating tripping hazards in the corridor and between tables and chairs.

Performers bringing electrical equipment into the hall must ensure that all electrical equipment has been PAT tested within a year of the performance, unless the equipment is less than 12 months old.

As part of their risk assessment the Management committee requires checks on the following:

Fire fighting appliances	Annually
Electrical installations	Every 5 years
Portable electrical appliances	Annually
Fire exits	Weekly

## **INSURANCE**

The company providing the hall's Employer's Liability and Public Liability Insurance Cover:

Name	ansvar
Policy Number	CCP 2372614
Date of renewal	12 February 2025

Agent to use in case of queries/claims	
Name	Norris and Fisher
Telephone	023 8026 9009

## **REVIEW**

All policies are reviewed annually after the AGM and formation of a new committee.