



The Watmough Memorial Hall

Charity number: 521979

Also known as: **Saxilby Village Hall** (Working Name)

Health and Safety Policy

Document Review History

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Amended by: Secretary

Details of amendments:

(1:1) 2. Responsibilities for Hall Users and Hirers: added 'Tables need to be stacked correctly in the trolleys, table tops facing each other and the safety strap put in place. (see poster on the trolley for guidance)'.
(1:2) 2. Responsibilities for Management Committee: added 'Visually inspect defibrillator weekly. Formally record monthly inspection and ensure a professional service yearly'.

Added 5: Defibrillator Checks

1. Policy Statement

The Management Committee of Saxilby Village Hall is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all users, volunteers, employees, contractors, visitors, and members of the public who use the hall and its grounds.

We aim to:

1. Provide and maintain a safe environment.
2. Prevent accidents and cases of work-related ill health.
3. Comply with all relevant health and safety legislation.
4. Assess and control risks arising from hall activities.
5. Ensure equipment and facilities are maintained in a safe condition.
6. Provide such training and information as is necessary to all above-mentioned users of the hall.
7. Review this policy annually and whenever significant changes occur.

2. Responsibilities

Management Committee

The Management Committee has overall responsibility for health and safety and will:

1. Maintain the building and grounds in a safe condition.
2. Carry out regular risk assessments.
3. Ensure adequate insurance cover is maintained.
4. Arrange inspection and testing of electrical installations and equipment.
5. Ensure fire safety measures are in place.
6. Investigate accidents and incidents where appropriate.
7. Ensure all emergency exit doors are free from obstruction.
8. Have available a plan of the hall showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler and stairs.
9. Visually inspect defibrillator weekly. Formally record monthly inspection and ensure a professional service yearly.

Hall Users and Hirers

All users and hirers are expected to:

1. Have read and understood the Health and Safety Policy
2. Take reasonable care of their own health and safety and that of others.
3. Follow hall safety procedures and emergency arrangements.

4. Report hazards, defects, accidents, and near misses to the Bookings Officer.
5. Use equipment only for its intended purpose.
6. Not use any equipment that looks damaged or is faulty, has exposure of components, or signs of water penetration.
7. Not bring into/onto the property any portable electrical appliances which have not been Portable Appliance Tested.
8. Where practicable, remove damaged equipment and place in Storeroom with a notice warning that should not be used.
9. Ensure children and vulnerable persons are appropriately supervised.
10. Not stack chairs more than six high.
11. Not sit on the tables.
12. Not attempt to move heavy or bulky items (e.g. stacked tables or chairs), use the trolleys provided.
13. Tables need to be stacked correctly in the trolleys, table tops facing each other and the safety strap put in place. (see poster on the trolley for guidance).
14. Not leave electrical or gas appliances operating while unattended.
15. Wear suitable protective clothing when handling cleaning or other toxic chemicals.

3. Fire Safety

The Management Committee will ensure:

1. Fire exits are clearly marked and kept unobstructed.
2. Fire extinguishers are maintained and inspected regularly.
3. Emergency lighting is tested and maintained.
4. Fire alarm systems are tested as required.
5. Evacuation procedures are displayed within the hall.

In the event of fire:

1. Raise the alarm.
2. Evacuate the building immediately.
3. Call 999 if necessary.
4. Assemble at the designated assembly point.
5. Do not re-enter the building until authorised.

4. First Aid

1. A suitably stocked first aid kit will be available.
2. Emergency contact numbers will be displayed.

3. All accidents requiring treatment or resulting in injury should be recorded in the accident book.
4. Serious incidents will be reported in accordance with applicable legal requirements.

In case of accident:

- The first aid box is located in the kitchen
- The accident book is kept near the first aid box. This must be completed whenever an accident occurs.
- Defibrillator is sited on outside wall near front entrance.
- The nearest doctor's surgery is/are:
Glebe Practice, 85 Sykes Lane Saxilby LN1 2NU. 01522 305298
Trent Valley Surgery, address as above. 01522 263444
- The nearest hospital Accident and Emergency department is:
Lincoln County Hospital, Greetwell Road Lincoln LN2 5QY 01522 512512
- Saxilby Village Hall what3words: venturing.fewer.shaver
- Any accident must be reported to the Bookings Officer

Major injuries or incidents:

The person responsible for completing RIDDOR forms and reporting accidents or incidents is the Bookings Officer.

The following major accidents or incidents must be reported on RIDDOR forms:

- fracture, 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 requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance 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.

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high

- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire

5. Defibrillator Checks

Weekly Checks – look for ‘readiness’ (flashing green) light to ensure it is in standby mode. Check the device is free from damage and the cabinet has not been tampered with.

Monthly Checks – Confirm the pads and batteries are well within expiration dates. Check the emergency response prep kit (gloves, razor, scissors, pocket mask) are present and fully stocked.

Annual Professional Service – To check machine’s software, evaluate internal components and perform analysis.

6. Risk Assessments

Risk assessments will be carried out for:

1. Building and grounds maintenance.
2. Events and activities organised by the hall.
3. Volunteer work activities.
4. Significant hazards identified by the Committee.

Control measures identified through assessments will be implemented and monitored.

7. Room Hire and Capacity

No group or event will take place in Saxilby Village Hall without having first gone through the Bookings procedure (as stated in the Terms and Conditions of Hire) and the event been confirmed. This is to ensure Saxilby Village Hall is able to accommodate the group or event, and the room requested is suitable and available.

All hirers are responsible for completing risk assessments and Local Licence compliance, and will comply with the following:

Maximum capacity of Main Hall Seated – 200 Dancing – 172

Maximum capacity of Lounge	Seated – 120	Dancing – 80
Maximum capacity of Meeting Room	Seated – 40	Dancing – n/a

8. Electrical Safety

1. Fixed electrical installations will be inspected and tested periodically by a competent person.
2. Portable electrical equipment owned by the hall will be inspected regularly.
3. Damaged equipment must be removed from use immediately.
4. Users should not interfere with electrical installations.

9. Slips, Trips and Falls

To reduce the risk of injury:

1. Floors will be kept in good condition.
2. Spillages will be cleaned promptly.
3. Walkways and exits will remain clear.
4. Adequate lighting will be maintained.

10. Contractors

All contractors working at the hall must:

- Be competent to undertake their work and follow their own Health and Safety and Risk assessments.
- Comply with health and safety legislation.
- Provide evidence of insurance where required.
- Work in a manner that does not endanger themselves and/or hall users.
- Ensure their equipment is safe and fit for purpose.
- Ensure any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

11. Safeguarding

Where activities involve children or vulnerable adults, organisers are responsible for ensuring appropriate safeguarding arrangements are in place and that relevant policies are followed.

12. Reporting Hazards and Accidents

All hazards, accidents, incidents, and near misses should be reported to:

Bookings Officer: Jackie Howells

Telephone: 07813 095765

Email: jackiesvh@outlook.com

Records will be reviewed periodically to identify trends and opportunities for improvement.

13. Review

This policy will be reviewed annually or sooner if there are significant changes to the building, activities, legislation, or identified risks.

Address and telephone number of organisations that can give advice on health and safety:

- The Fire Authority: Lincolnshire Fire and Rescue, Deepdale Lane, Nettleham LN2 2LT. 01522 555777.
- The local environmental health department: West Lindsey District Council, The Guildhall, Marshall's Yard, Gainsborough DN21 2NA 'phone 01427 676676.
- The Health and Safety Executive, Website: www.hse.gov.uk
- Health & Safety Executive Bookfinder: www.hsebooks.co.uk
- COSHH: www.coshh-essentials.org.uk carries out a free on-line risk assessment to give smaller organisations practical solutions to reduce the risks of exposure to dangerous substances.
- HSEDIRECT: This is a subscription service provided by the HSE and LexisNexis
- Butterworths which provides up to date information about legislation and guidance. View information on www.hsedirect.com or telephone: 0845 300 3142.

- The Directory of Social Change. 24, Stephenson Way, London NW1 2DP, Tel: 020 7209 5151 Fax: 020 7391 4808 Email: info@dsc.org.uk
- Safetyshop - Free catalogue of safety management products, notices, etc. Freephone: 0800 132323 Website: www.safetyshop.com Email: sales@safetyshop.com
- Water Regulations Advisory Scheme (WRAS). Address: Fern Close, Pen-Y-Fan Industrial Estate, Oakdale, Gwent, NP11 3EH Tel: 01495 248454 Email: info@wras.co.uk Website: www.wras.co.uk