

Stillington Village Hall Health and Safety Policy – October 2024

Part 1 General Statement of Policy

Our policy is to;

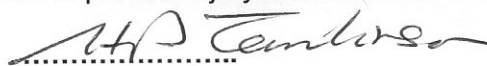
- (a) Provide health and safe working conditions, equipment and systems of work for our employees, volunteers, committee members, visitors, users of the hall, contractors and hirers
- (b) Keep the village hall and equipment in a safe condition for all users
- (c) Provide such training and information as is necessary to all users, volunteers and staff

It is the intention of Stillington Village Hall Trustees to comply with all H&S Legislation and to act positively where it can reasonably so to prevent injury, ill health or any danger arising from its activities and operations.

Stillington Village Hall Trustees consider the promotion of the H&S of its volunteers and employees at work and those who use its premises, including contractors who may work there, to be of great importance. The Trustees recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety, as on the operation and maintenance of equipment and safe systems of work. To this end it will seek to encourage employees, volunteers, committee members, contractors and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, hirers, contractors and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out in the Hire Agreement and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: On behalf of SVH Trustees



Date

29/10/24

**Mr H Tomlinson
Chairperson**

Part 2 Organisation of Health and Safety (H&S)

Stillington Village Hall Trustees have overall responsibility for H&S at Stillington Village Hall.

The person(s) delegated by the Trustees to have day to day responsibility for the implementation of this policy is/are:

Name	Mr Bernard Smith
Tel No	01347 810404
Address	Hazel Cottage, South Back Lane, Stillington , York YO61 1ND
Email	26smithbhc@gmail.com

It is the duty of all employees, volunteers, hirers, contractors, users and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Trustees in keeping the premises safe and healthy including the grounds.

Should anyone using or visiting the hall come across a fault, damage or other situation which may cause injury and cannot be rectified immediately they should inform the named person(s) above or the Bookings Coordinator, as soon as possible so that the problem can be dealt with. Where equipment is damaged, a notice must be placed on it, warning that it is not to be used and it should be placed in the storeroom.

The following persons have responsibility for specific items;

First Aid Box	Bernard Smith and Chairperson
Reporting of accidents	Harold Tomlinson, Chairperson
Fire precautions and checks	Bernard Smith
Training in hazardous substances and equipment	Bernard Smith
Risk assessment and inspections	Bernard Smith
Information to Hirers	Sarah Raper, Bookings Coordinator
Insurance	Andrew Harrison, Treasurer

A plan of the hall is displayed in the entrance lobby showing fire exits, fire extinguishers, fuse box or distribution board, stop cock and boiler.

Part 3 Arrangements and Procedures

3.1 Licence

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities as the times indicated.

Activity	Days licensed for	Times licensed for
a) Plays	Monday to Saturday	17.00 to 22.00
b) Films	Every day	17.00 to 22.00
c) Indoor sports event	Monday to Saturday	10.00 to 17.00
d) Performance of live music	Monday to Saturday	17.00 to 22.30
e) Playing recorded music	Monday to Saturday	17.00 to 22.30
f) Performance of dance	Monday to Saturday	17.00 to 22.30
Entertainment of a similar description (a -f)	Monday to Saturday	
Sale of alcohol	Monday to Saturday	18.00 to 22.30
	24 December and 31 December	18.00 to Midnight

3.2 Fire Precautions and Checks

Monthly checks undertaken on Emergency Lighting and Smoke Alarms

Person responsible for testing for the Fire Risk Assessment: Bernard Smith

Local Fire Service Contact: Northallerton

Tel No: 01609 751010

3.3 Maintenance and Service Fire Safety Equipment

Name: T Cutt and Son

1A Northfields, Strensall, York YO32 5XN

Tel No: 01904 490 789

Mobile: 07973 717355

3.4 Location of Service Record: Fire Risk Assessment folder in Village Hall kitchen

3.5 List of Equipment

List of equipment	Test interval
Residual Current Device	Monthly
Emergency lighting	Monthly
Fire exits – main hall	Weekly
Firefighting appliances	Annual
Electrical instillation	Every 5 years
Portable appliances	Annual

4 Procedures in case of accidents

4.1 Medical assistance

Location of nearest hospital A&E/Casualty: York

Nearest doctors' surgery: North Back Lane, Stillington Tel: 01347 810332

Nearest defibrillator: attached to outside of Village Hall

First Aid Box location: Kitchen

Persons responsible for keeping First Aid Box up to date: B Smith and Chairperson

4.2 Accidents and reporting

ALL accidents MUST be reported to: Chairperson

Accidents File/Forms: Located in kitchen

ALL accidents MUST be recorded in the Accidents File

Person responsible for completing RIDDOR forms and reporting on accidents: Chairperson

4.3 List of major injuries or incidents that MUST be reported on RIDDOR forms

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of 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
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents
- 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

5 Safety Rules

It is the intention of Stillington Village Hall Trustees to comply with all H&S legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

All hirers are expected to read the whole of the Hiring Agreement and must sign the Hiring Form as evidence that they agree to the hiring conditions.

All new hirers will be met by a Volunteer/Committee Member to open the Hall. They will be given information and training as necessary by the Volunteer/Committee Member about the H&S procedures at the hall, which they are expected to follow (eg the fire evacuation

procedures, use of trolleys to move equipment and use of equipment) and will be shown the location of the Accident Book and H&S file.

Hirers will be expected to have carried out a thorough and appropriate risk assessment(s) relevant to their proposed activity/use of the hall, including hazardous substances and fire. They must list any hazards they have identified through their risk assessment and procedures they will adopt to minimise the risks.

Employees, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees with all safety requirements set out in the Hiring Agreement and with Safety Notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Trustees have carried out Risk Assessments. The following practices **MUST** be followed in order to minimise risk:

- Ensure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc
- Do not work on steps, ladders or at any height until they are properly secured, and another person is present
- Do not leave portable electric or gas appliances operating while unattended
- Ensure that all electrical equipment brought into the hall by the Hirer or users is PAT tested and up to date
- Do not attempt to move heavy or bulky items – use the trolleys provided
- Do not stack more than 6 chairs
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool
- Do not allow children into the kitchen except under close supervision eg for supervised cookery lessons or in the case of older children, for supervised food serving at functions
- Avoid overcrowding in the kitchen and do not allow running
- Report any evidence of damage or faults to equipment or the building's facilities to Bernard Smith or Chairperson
- Report every accident in the Accident Book and to the Chairperson
- Be aware and seek to avoid
 - Creating slip hazards on stairs, polished floors, wet floors, and mop all spills immediately
 - Creating trip hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - Use adequate lighting to avoid tripping in poorly lit areas
 - Risk to individuals while in sole occupancy of the building
 - Risks involved in handling kitchen equipment eg cookers and knives
 - Create toppling hazards by piling equipment eg in store cupboards

6 Contractors

The Trustees will check with contractors (including the self employed) before they start work that:

- The contract is clear and understood by both the contractor and the Trustees
- The contractors are competent to carry out the work and have appropriate qualifications, references and experience
- Contractors have adequate public liability insurance cover
- Contractors have seen the H&S File and are aware of any hazards which may arise eg electricity cables

- Contractors do not work alone on ladders at height and if necessary, must ensure that a Volunteer is present
- Contractors have their own H&S Policy for their staff
- The contractor knows which named Trustee is responsible for overseeing that the work is as asked, and completed to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must confirm to the current regulations of the Institute of Electrical Engineers

7 Insurance

Stillington Village Hall's Employer's Liability and Public Liability Cover is provided by:

Allied Westminster (Insurance Services) Ltd

Holgate Lane

Boston Spa

Wetherby

LS23 6BN

Policy No: VH88/0047440/BS70649

Tel: 01937 845245

Renewal: Annual

8 Review of H&S Policy

The Trustees will review this policy annually.

The Trustees with responsibility for aspects of H&S will report regularly, including any accidents, faults, misuse by hirers or other matters which could affect the H&S of employees, volunteers, hirers or users.

Further advice on H&S is given by:

- Health and Safety Executive
- The Fire Authority
- Local Environmental Health

ENDS