

NEWTON AND BYWELL COMMUNITY HALL

Health and Safety Policy

PART 1 **GENERAL STATEMENT OF POLICY**

This document is the Health and Safety Policy of the Newton and Bywell Community Trust.

Our policy is to:

- A) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.
- B) Keep the Community Hall and equipment in a safe condition for all users.
- C) Provide such information as is necessary to staff, volunteers and users.

It is the intention of the Newton and Bywell Community Hall Trust to comply with all health and safety 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.

Newton and Bywell Community Hall Trust considers the promotion of the health and safety 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 and users to engage in the establishment and observance of safe working practices.

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 committee, with all safety re-

quirements 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.

Signed: (On behalf of the Trust)

Name Monica Anderton

Position Secretary

Date

Address of the Community Hall:

Newton and Bywell Community Hall

Newton Village

Stocksfield.

NE43 7UL

PART 2: ORGANISATION OF HEALTH AND SAFETY

The Newton and Bywell Community Hall Trust has overall responsibility for health and safety at the Hall.

The person delegated by the Trust to have day to day responsibility for the implementation of this policy is:

Name: Linda Osborn

Telephone No: 0784669314

Address Hillcrest

Newton

Stocksfield, NE43 7UL

Email Address ljosborn1@outlook.com

It is the duty of all employees, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds.

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

The following persons have responsibility for specific items:

First Aid Box	Linda Osborn
Reporting of Accidents	Geoff Osborn/Monica Anderton
Risk assessment and inspections	Trustees on Rota
Information to contractors	Geoff Osborn/Monica Anderton
Information to hirers	Linda Osborn
Insurance	Monica Anderton/Geoff Osborn

A plan of the Hall is attached showing the location of fire exits, fire extinguishers, fuse box or distribution board, stop cock, boiler, stairs and loft access.

PART 3 ARRANGEMENTS AND PROCEDURES

3.1 Licence

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	The Hall is licensed for	Times for which the activity is licensed	Indicate Activities to take place at your event
(a) The performance of plays	Yes	9.00am to 1.00am	
(b) The exhibition of films	Yes	9.00am to 1.00am	
(c) Indoor sporting events	Yes	9.00am to 1.00am	
(d) Boxing or wrestling entertainment	No		
(e) The performance of live music	Yes	9.00am to 1.00am	
(f) The playing of recorded music	Yes	9.00am to 1.00am	
(g) The performance of dance	Yes	9.00am to 1.00am	
(h) Entertainment similar to those in (a) to (g)	Yes	9.00am to 1.00am	
(i) Making music	Yes	9.00am to 1.00am	
(j) Dancing	Yes	9.00am to 1.00am	
(k) Entertainment similar to those in (i) to (j)	Yes	9.00am to 1.00am	
(l) The provision of hot food/ drink after 11pm	No		
(m) The sale of alcohol	Yes	9.00am to 12.30am	

3.2 Fire Precautions and Checks

The Trust has completed a risk assessment, including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, fire fighting equipment, assembly point(s).

Telephone Box – There is no public telephone box in Newton Village. Mobile phone reception is good.

There is an annual fire inspection by Northfire that covers all aspects of fire safety. Details can be obtained from the Secretary if required. A specific log book of any Fire Safety incident in the Hall can be found with the accident book in the kitchen First Aid cupboard.

Fire Brigade Contact telephone no. Hexham Fire Station – Tel 01434 602212

Company hired to maintain and service fire safety equipment:

Name Northfire

Address Hillcrest

Acomb,

Hexham. NE46 4PT

Tel. No: 0845 6193619

Location of Service record Held by the Secretary

List of Equipment and its location

Item	Test Interval	Location	Service Date
Residual Current Device	Monthly	Electrical Cupboard	2021
Emergency lighting	Monthly	Throughout Hall	2020
Fire Exits – Main Hall	Weekly	Main Hall	
Fire Fighting Appliances	Annually	Main Hall, Foyer, Kitchen, Electrical Cupboard	November
Electrical Installation	5 Years	-	2020
Portable Appliances	Annually	Various	

Procedure in case of Accidents

The location of the nearest hospital Accident Emergency/Casualty dept. is:

Hexham Hospital

The location and telephone number of the nearest doctor's surgery is:

Corbridge Health Centre,

Newcastle Road,

Corbridge. NE45 5LG.

Telephone 01434 632011

The First Aid Box is located in the marked Cupboard in the Kitchen

The person responsible for keeping this up to date is: Linda Osborn

The accident book is kept with the First Aid kit. This must be completed whenever an accident occurs.

Any accident must be reported to the Hall Manager, who is: Linda Osborn

Onward action will be taken if necessary by Geoff Osborn/Monica Anderton

The person responsible for completing RIDDOR forms and reporting on accidents is:

Geoff Osborn/Monica Anderton

Note- The following major injuries 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 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

All hirers will be expected to read the whole of the hire agreement and the Standard Conditions of Hire and will be required to accept the conditions as evidence that they agree to the hiring conditions. All new hirers will be given information by the Bookings Secretary about health and safety procedures at the hall which they will be expected to follow (eg fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

It is the intention of the Newton and Bywell Community Hall Trust to comply with all health and safety 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.

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 committee, 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 Trust has carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure 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 height until they are properly secured and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring into the property any portable electrical appliances which have not been Potable Appliance Tested.

- Do not attempt to move heavy or bulky items (eg. stacked tables or chairs) – use the trolleys provided.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision . 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
The Hall Manager
- Report every accident in the accident book and to the Hall Manager or any other Trustee
- Be aware and seek to avoid the following risks:
 - (a) Creating slipping hazards on stairs, polished or wet floors,- mop spills immediately
 - (b) Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - (c) Use adequate lighting to avoid tripping in poorly lit areas
 - (d) Risk to individuals while in sole occupancy of the building
 - (e) Risks involved in handling kitchen equipment eg cookers, water heaters and knives
 - (f) Creating toppling hazards by piling equipment eg. In store cupboards.

Contractors

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

- The contract is clear and understood by both the contractor and the committee
- The contractors are competent to carry out the work eg. Have appropriate qualifications, references and experience.
- Contractors have adequate public liability insurance cover.
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg mains electricity cables)
- Contractors do not work alone on ladders at height .

- Contractors have their own health and safety policy for their staff.
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the institute of Electrical Engineers.

Insurance Details

Employer's Liability and Public Liability Insurance Cover are provided by:

Allied Westminster,

Allied House,

Holgate Lane,

Boston Spa, LS23 6BN

Telephone No. of Insurer 01737 845245

Policy number VH 88/0047440/BS61390

Date of Renewal Annually March/April

No risks or special conditions users should be aware of.

Review of Health and Safety Policy

The Trustees will review this policy annually. Trustees with responsibility for aspects of health and safety will report regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of employees, volunteers or users.

