



Health and Safety Policy

Medbourne Village Hall Committee is committed to following health and safety legislation and to provide a healthy and safe environment where it can reasonably do so to protect injury, ill health or danger arising from its activities and operations.

Medbourne Village Hall Committee recognises the importance of health and safety and acknowledges the effective prevention of accidents depends on the establishment and observance of safe practices. Taking a sensible, proportionate approach is the key to making sure the hall provides a healthy and safe place for people to use without unnecessary bureaucracy.

Hirers and visitors will be expected to recognise their duty of care regarding the safety requirements as set out in the hiring agreement and with any safety notices displayed on the premises and to accept responsibility to do everything to prevent injury to themselves and others.

Organisation of Health and safety

Medbourne Village Hall Committee has overall responsibility for health and safety; the person for overseeing that the policy is implemented will be the **Chairman**. A copy of the policy is kept in the Information File in the Entrance Lobby.

It is the duty of hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the 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 a member of the committee 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 if possible it should be placed to one side where it is safe.

The following persons have responsibility for specific items:

First Aid Box (Entrance Lobby): Caretaker

Reporting of Accidents (Accident File/Accident Forms): Caretaker**

Forms must be completed whenever there is an accident and reported to a committee member.

** See file located in the main entrance lobby.

Fire Precautions/regular checks: Caretaker

Risk Assessment and Inspections: Committee member/Caretaker

Fire Risk Assessment: Chairman/Caretaker

Defibrillator: Caretaker

Information to Contractors: Committee member/Caretaker

Information to Hirers: Bookings Officer/Caretaker/Committee member

Insurance/Public Liability: Refer to Treasurer for current policy details; excluded risks etc.

Arrangements and procedures

Licences: The village hall currently holds a premises licence issued by Harborough District Council (No: HHPRM00553) for supply of alcohol, recorded music and live music (10.00 to 00.00).

Fire safety equipment; maintenance/service: Smith's Fire Kettering, Northfield Point, Cunliffe Drive, Kettering NN16 9QJ. Tel: 01536 484846.

Location of fire service certificate: Notice board.

List of Fire Equipment and its location: Water and CO₂ cylinders at entrances/exits; CO₂ and fire blanket – kitchen; Water – main hall and small hall.

Procedure in case of accidents

The location of the nearest hospital Accident & Emergency department is Kettering General Hospital. Also, Leicester Royal Infirmary, Urgent Care Centre St. Luke's Hospital, Market Harborough; Urgent Care Centre, Corby.

In certain circumstances major injury or incidents may need to be reported. See:

www.hse.gov.uk/riddor

Safety Rules

All hirers will be expected to read the hiring agreement and must sign the form or acknowledge that they have read the agreement when making the booking online. The Bookings Officer should remind hirers of their responsibility to familiarise themselves regarding the position of fire appliances, fire evacuation procedure/assembly point (notices/plan displayed) and be advised of the location of the accident file and health & safety policy kept in the Information file in the Entrance Lobby.

Hirers and visitors will be expected to recognise that they have a duty to comply with the practices set out by the committee, with all the 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 and others.

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. Fire exit doors must not be blocked.
- 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 etc until they are properly secured or at a height unless another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested (PAT).
- Do not attempt to move heavy or bulky items (eg stacked tables or chairs); use the trolleys provided.
- Do not allow children in the kitchen except under close supervision (eg older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to equipment or the building facilities to the caretaker.

Be aware of and seek to avoid the following risks:

- Creating slipping hazards on wet floors – mop wet spills immediately.
- Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors.
- Use adequate lighting to avoid tripping in poorly lit areas.
- An individual while in sole occupancy of the building.
- Using kitchen equipment, eg cooker, water heater, knives etc.
- Creating toppling hazards by stacking equipment, eg in store cupboards.

Contractors

The management committee 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, experience.
- Contractors have adequate public liability insurance cover.
- Contractors are aware of any hazards which might arise (eg electricity cables or gas pipes).
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present).
- Contractors have their own health and safety policy.
- The contractor knows which member of the committee is responsible for overseeing that their work is as requested and completed 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.

Review of Health and Safety Policy

The committee will review this policy annually. The next review is due in March 2025.

Name: Brian Godfrey

Position: Chairman

Date: 01 March 2024