

LEVENS VILLAGE HALL (Charity No. 1192940)

Health and Safety Policy

GENERAL STATEMENT

Levens Village Hall Trustees (named hereafter as 'the Trustees') are committed to:

1. Providing healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, Trustees and hirers.
2. Keeping the village hall and equipment in a safe condition for all users.
3. Providing such training and information as is necessary to staff, volunteers and users.

It is the intention of the Trustees to comply with all health and safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Trustees consider the promotion of the health and safety of its 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, they will seek to encourage employees, Trustees and users to engage in the establishment and observance of safe working practices.

Employees, 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.

ORGANISATION OF HEALTH AND SAFETY

The Trustees have overall responsibility for health and safety at Levens Village Hall. The persons delegated by the Trustees to have day to day responsibility for the implementation of this policy are:

Name: Mrs Sheila Watson [Chair]
Telephone No: 015395 60362
Address: Lawn Head, Lowgate, Levens, Cumbria. LA8 8NJ

Name: Mr Alan Miller
Telephone No: 015395 60334
Address: Grey Mists, Hutton Lane, Levens, Cumbria. LA8 8PB

The Trustees will ensure that a comprehensive risk assessment for Levens Village Hall is completed and reviewed as required by the assessment or at least annually.

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees 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 persons above, or the Bookings Secretary, 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 storeroom.

ARRANGEMENTS AND PROCEDURES

Licences

Levens Village Hall has licences with the Performing Right Society (PRS) for the performance of copyright music and from Phonographic Performance Licence (PPL).

Fire Precautions and Checks

Local Fire Brigade contact: Watch Manager, Kendal Fire Station
01539 797666

Company hired to maintain and service fire safety equipment:
Castle Alarms
Millennium House, Boundary Bank, Underbarrow Road, Kendal. LA9 5RR
01539 731394
Location of service record: Notice board in Main Room

List of Equipment	Test interval
Residual Current Device	Monthly
Emergency Lighting	Monthly
Fire Exits – main hall	Weekly
Fire fighting appliances	Annually
Electrical installation	1/3/5 years

Procedure in case of Accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is:
Royal Lancaster Infirmary, Ashton Road, Lancaster, Lancashire – 01524 65944

The location and telephone no. for the nearest doctor's surgery is:
Stoneleigh Surgery, Police Square, Milnthorpe, Cumbria LA7 7PW – 015395 63307

The First Aid Box is located on the upstairs kitchen shelf:

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

Any accident must be reported to the Bookings Secretary.

The Bookings Secretary is responsible for completing RIDDOR forms and reporting accidents.

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 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

Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the Bookings Secretary about safety procedures at the hall which they will be expected to follow (e.g., fire evacuation procedures, use of equipment) and will be shown the location of the accident book and health and safety file.

It is the intention of the Trustees 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, 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 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 onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulky items (e.g., stacked tables or chairs) • **Do not** stack more than eight chairs
- **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 (e.g., for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and **do not** allow running.

- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment or the building's facilities to the Chair.
- **Record** every accident in the accident book and report it to the Bookings Secretary.

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors – mop 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
- risk to individuals while in sole occupancy of the building
- risks involved in handling kitchen equipment e.g., cooker, water heater and knives
- creating toppling hazards by piling equipment e.g., in store cupboards.

Contractors

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

- The contract is clear and understood by both the contractors and the Trustees
- The contractors are competent to carry out the work e.g., have appropriate qualifications, references, 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 (e.g. 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 for their staff
- The contractor knows which Trustee 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

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name and address of insurer: Covea Insurance plc

Insurance Broker: Norris & Fisher Insurance Brokers Ltd (Tel: 023 8026 9009)

Policy No.: CARV15010952

Date of Renewal: 3 March 2023

Any risks excluded or special conditions users should be aware of - see insurance document for full details

Review of Health and Safety Policy

The Trustees will review this policy annually, in February/March.

Trustees will report to the Trustee body any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Should any Trustee step down, they will hold no further responsibility.