

# Parwich Memorial Hall Health and Safety Policy

## General Statement

*Our policy is to:*

Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers

Keep the Hall and equipment in a safe condition for all users

Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Parwich Memorial Hall Management Committee 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.

Parwich Memorial Hall Management Committee considers the promotion of the health and safety of its employee(s) at work and those who use its premises, including contractors who may work there, to be of great importance. The Management Committee recognizes 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 employee(s), committee members and users to engage in the establishment and observance of safe working practices.

Employee(s), hirers and visitors will be expected to recognize 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 and others.

*Review of Policy*

The Management Committee will review this policy annually. The next review is due in May 2008

Signed: (on behalf of the Management Committee)

Name

Position

Date

## **Organisation of Health and Safety**

The Parwich Memorial Hall Management Committee has overall responsibility for health and safety at Parwich Memorial Hall.

The members delegated by the Management Committee to have day to day responsibility for the implementation of this policy are:

**Bill Whitfield** – 6, Sycamore Cottages, 390571

**Janet Gosling** – The Sycamore Inn, 390212

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 one of the persons 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.

The following persons have responsibility for specific items:

First Aid Box - **Val Kirkham**

Reporting of accidents – **Janet Gosling/All Committee members**

Fire precaution and checks – **Ed Linnell (Treasurer)**

Training in use of any equipment – **Arnold Chadfield**

Risk Assessments and inspections – **Stuart Chambers**

Information to contractors – **Ed Linnell (Treasurer)**

Information to hirers – **Janet Gosling (Bookings' Secretary)**

Insurance – **Ed Linnell (Treasurer)**

A plan of the Hall is attached showing the location of fire exits, extinguishers, emergency light and fire blanket.

## **Arrangements and Procedures**

### ***Licence***

The Hall has a Premises Licence authorizing the following regulated entertainment and licensable activities

The performance of plays, the showing of films, indoor sporting events, the performance of live music, the playing of recorded music, the performance of dance, entertainments similar to those so far, making music, dancing, entertainment through music and dancing, the provision of drink and hot food after 11pm and the sale of alcohol.

### ***Fire precautions and checks***

The 'In case of fire' notice is located clearly on the notice board in the foyer of the Hall

Person responsible for testing equipment and keeping a record - **Ed Linnell (The Treasurer)** This record can be located at Honeysuckle Cottage, Parwich

### ***Company hired to maintain and service fire safety equipment***

K and K Fire Protection Ltd  
Darley Abbey Mills, Darley Abbey  
Derby  
DE22 1DZ

### ***Equipment, its location, test interval and service date***

Emergency lighting – Main Hall, annually, November  
Fire exits – Main Hall, weekly, July  
Fire extinguishers – kitchen, annually, July  
Electrical installation – Gents toilet, annually, November

### ***Procedures in case of accidents***

The location of:

- The nearest hospital accident and emergency department is Derby
- The nearest doctors' surgery is Ashbourne
- The first aid box is the kitchen

Any accident records are kept in the Secretary's file. These are completed whenever an accident occurs. They are reported by any member of the Management Committee. **Amanda Johnson (The Secretary)** is responsible for completing the RIDDOR forms where appropriate.

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

- Fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation
- Loss of sight
- Any penetrating injury to the eye
- Injury from electrical 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 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

### **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 shown where information about safety procedures can be found by **Janet Gosling (The Bookings' Secretary)**. They will also be asked to record any accidents and pass these onto **Janet Gosling (The Bookings' Secretary)**.

The risk assessments list (see appendix 2) will also be shared with hirers.

Employee(s), hirers and visitors will be expected to recognize that there is a duty on them to comply with the practices set out by the Committee, and to accept responsibility to do everything they can to prevent injury to themselves and/or others.

*The Committee has carried out Risk Assessments. The following practices must be followed to minimize risks:*

- Make sure all emergency exits are clear and unlocked when the Hall is in use
- Do not operate any electrical equipment where there are signs of damage
- Do not work on steps, ladders or at a height until they are properly secured
- Do not attempt to move heavy or bulky items
- Do not attempt to carry or tip a water boiler when it contains hot water.
- Do not allow children in the kitchen unless under supervision
- Wear suitable protective clothing when handling cleaning or toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to **Bill Whitfield**

### **Contractors**

*The Management Committee will check with contractors before they start work that:*

- The contract is clear and understood by both the contractors and the Committee
- The contractors are competent to carry out the work
- Contractors have adequate public liability insurance cover
- Contractors are aware of the Health and Safety procedures and have seen the Risk Assessments
- 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 current regulations of the 'Institute of Electrical Engineers'

***Insurance Company details***

Allianz Cornhill Ins plc  
57, Ladymead  
Guildford  
Surrey  
GUI 1DB

01483 736394

Policy No. – AV/43459

Date of renewal – 15<sup>th</sup> June 2007