



Health and Safety Policy

This document is the Health and Safety policy of the Trustees of Wighton Village Hall, hereinafter referred to as the 'Trustees'.

Our policy is to:

1. Provide healthy and safe working conditions, equipment and systems of work for our volunteers, members, visitors, hirers and any future employees.
2. Keep the hall premises and their facilities and equipment in a safe condition for all users.
3. Provide such training and information as is necessary to volunteers, users and any staff.

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 the activities and operations within the Hall.

The Trustees consider the promotion of Health and Safety of all who use the premises, including contractors, who may work there, to be of great importance. They 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 all visitors, contractors and users and any staff to engage in the establishment and observance of safe working practices.

Any employees, contractors, visitors and users 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 and others.

Date: 6 November 2023

1. Responsibilities for Health and Safety

The Trustees have overall responsibility for Health and Safety in the hall and for the implementation of this policy. 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 the activities and operations in the Hall.

1.1 All users of the facilities are expected to read this Health and Safety Policy statement and to recognise their duty to comply with the procedures and all safety requirements, including any safety notices at the site. By signing the Booking Form the hirer accepts the health and safety conditions stated herein.

1.2 It is the duty of Trustees, Committee members, volunteers, contractors, hirers and visitors to:

- Take care of themselves and others who may be affected by their activities.
- Take reasonable care to prevent injury to themselves and others.
- co-operate with the Trustees in keeping the premises a safe environment.

1.3 If users of the hall identify a fault, damage or any other situation which may cause injury, which cannot be easily rectified immediately, they should inform the key holder as soon as possible by email to keyholder@wightonvillagehall.co.uk or by phone to [07799 808128](tel:07799808128). If equipment is damaged it should be removed from the public area or, if removal is not possible, a warning notice should be placed on it.

Hirers are responsible for the good order and safety of any items provided, and introduced into the hall, by them. The Trustees accept no responsibility for injury or accident caused by equipment brought into the premises by hirers or their guests.

2. Fire Precautions and Checks

A plan of the Hall showing the location of fire exits, fire extinguishers and fire blanket/s detectors is displayed in the foyer.

A copy of the Hall Emergency evacuation procedure is attached in Appendix 1 and is also displayed in the foyer. A guide, to the emergency arrangements is provided to all hirers and is attached at Appendix 2.

The service record for the fire safety equipment is displayed in the Hall foyer.

3.Risk Assessments

The Hirer and their group/event undertake to carry out Risk Assessments to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent harm. These Risk Assessments also help the Trustees to comply with the various laws and regulations contained in a wide range of legislation and should be made available to the Trustees on request.

In the event of an incident Hirers should be aware that their Risk Assessments, together with the actions and outcomes they may identify, should be kept under review in order to aim for the lowest level of risk possible. However, the Trustees are aware that risk can never be eliminated completely. New Risk Assessments should be carried out if new or changed circumstances are identified and are part of the Trustees' requirement for on-going commitment to safety.

4.SAFETY PRACTICES

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exits 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 a height unless the equipment is properly secured and another person is present;
- Do not leave portable electrical operating while unattended;
- WVHMC is not responsible for any electrical appliance(s) which has been brought into the Hall;
- Do not stack chairs more than two chairs high and make sure they are like for like, those with arms together and those without arms together;
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool;
- If the kitchen is being used for an event only catering staff are allowed in this area
- Do not allow children in the kitchen at any time;
- Wear suitable protective clothing when handling cleaning or other toxic materials;

- All faults or repairs should be noted on the Comments Book in the entrance foyer;
- Report every accident in the Accident Book and to the Committee. This is kept in the kitchen above the First Aid cabinet.

Be aware and seek to avoid the following risks:

- Slipping hazards on steps or wet floors – mop spills immediately and display the yellow warning sign;
- Tripping hazards such as buggies, umbrellas, bags, mops and other items left in the foyer, kitchen, Main Hall and storage areas – always place and position safely;
- Tripping – reduce risk by ensuring adequate lighting;
- To individuals- avoid being left alone in the building;
- Potentially hazardous kitchen equipment e.g. cooker, water heater and knives always treat and use with care and attention;
- Toppling hazards, piling equipment e.g. in store cupboards.

5.CONTACTS - ACCIDENTS or MEDICAL EMERGENCIES

The nearest Accident and Emergency/Casualty dept. is:

Norfolk and Norwich University Hospital, Colney Lane, Norwich, NR4 7UY –
01603 286286

The nearest Minor Injuries Unit is:

Cromer and District Hospital, Mill Road, Cromer, NR27 OBQ - 01603 286286

The nearest doctor's surgery is:

Wells Health Centre, Bolts Close, Wells-Next-The-Sea 01328 710743 (8am-6pm)

Contact Details for the Wighton Village Trustees / Committee

keyholder@wightonvillagehall.co.uk or 01328 820743 / 07799 808128
Chairman 01328 820511/ 07881 535566
Bookings 01328 820874 / 07818 592082

Defibrillator:

The closest Defibrillator is in the old telephone box by the Methodist Heritage Centre.

The First Aid Box is located in the kitchen.

The Accident Book is kept above the First Aid Box in the kitchen. This must be completed whenever an accident occurs. All accidents, even minor ones, must be reported to the Committee by email or phone.

The following major injuries or incidents must be reported on **RIDDOR** forms: which can be located in the policy folder in the kitchen.

1. Fracture, other than to fingers, thumbs or toes.
2. Amputation.
3. Dislocation of the shoulder, hip knee or spine.

4. Loss of sight [temporary or permanent].
5. Any penetrating injury to eye [including chemical].
6. Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury leading to hypothermia, heat induced illness or unconsciousness requiring admission to hospital for more than 24 hours.
8. Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
9. Acute illness requiring medical treatment or loss of consciousness arising from absorption, of any substance by inhalation, ingestion or through skin.
10. Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Should there be an incident / accident in the Hall that requires the completion of a **RIDDOR** form then immediately contact the one of the Trustees (listed above) for assistance.

6. INSURANCE

A copy of the Employers Liability Insurance Certificate is displayed on the Notice Board in the foyer and can also be obtained from the Committee upon request.

7. CONTRACTORS

Before any contractor or person on site begins any work, they must:

- a. carry out their own risk assessment;
- b. ensure they have adequate insurance liability cover;
- c. familiarise themselves with this Health and Safety Policy;

8. REVIEW OF HEALTH AND SAFETY POLICY

This policy will be reviewed every two years unless or as required by current government legislation. Minor changes will be covered in an addendum attached to this policy.

APPENDIX 1 – Emergency Evacuation Procedure

IN THE EVENT OF FIRE

- **EVACUATE HALL IMMEDIATELY** using the nearest available fire exit – leave your belongings.
- **DIAL 999 ask for FIRE SERVICE**, say: FIRE AT WIGHTON VILLAGE HALL, BUDELLES LANE, WIGHTON, NR23 1PG. Be prepared to give your name and telephone number to the emergency operator and a brief description of the incident status.
- **MUSTER AT THE ASSEMBLY POINT IN THE CAR PARK, IF IT IS CONSIDERED UNSAFE, MOVE THE ASSEMBLED PERSONS TO BUDELLES LANE. DO NOT ALLOW ANYONE TO LEAVE UNTIL EVERYONE IS POSITIVELY ACCOUNTED FOR.**
- **DO NOT RETURN TO THE BUILDING.**
- The event hirer, organiser or, if available, a hall Trustee/Committee member is to check at the time to ensure all persons are accounted for.
- **THE FIRE SERVICE MUST BE NOTIFIED, ON THEIR ARRIVAL, OF ANY PERSONS NOT ACCOUNTED FOR.**
- **ONLY ATTEMPT TO EXTINGUISH THE MINOR FIRE OUTBREAKS USING THE FIRE APPLIANCES PROVIDED, IF CONSIDERED SAFE TO DO SO.**

APPENDIX 2 – A Guide to Emergency Arrangements

Typical Emergency Plan for The Hirer/Person Responsible.

As the Lead User and responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event you must be aware of: -

- those identified as being especially at risk such as those with disabilities or children;
- procedures for checking everybody has evacuated the building.
- The necessity to ensure that fire exits remain unobstructed.

At the commencement of an event, you must notify all present about: -

- belongings that may cause obstruction e.g. handbags.
- location of Fire Exits.
- action to be taken in the event of an emergency.