



## **HEALTH & SAFETY POLICY**

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## Part 2 : Organisation of Health and Safety

The North Nibley Village Hall Trustees have overall responsibility for Health and Safety at North Nibley Village Hall.

The person(s) delegated by the Trustees to have day to day responsibility for the implementation of this policy are:

Name: Aileen Kirmond

Telephone Number: 01453 542124

Address: The Street, North Nibley,

Name: Theresa Eames

Telephone Number: 01453 546447

Address: 26 Barrs Lane, North Nibley

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 situations which might cause injury and cannot be rectified immediately they should inform the person above, or the bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a warning notice should be placed on it warning that is not to be used and it should be placed in the kitchen.

The following have specific responsibility for specific items:

First Aid box	Theresa Eames
Reporting of Accidents	Theresa Eames
Fire precautions and checks	Dave Earle
Training in use of hazardous substances and equipment	Not applicable – no such substances/equipment used.
Risk Assessments and inspections	Aileen Kirmond
Information to contractors	Dave Earle
Information to hirers	Dan Roberts
Insurance	Theresa Eames

A plan of the Hall is attached showing the location of:

Services: gas and water stopcocks, master electricity switches

Fire: fire exits, fire extinguishers/blankets, fire alarm points, emergency lighting

### 3.3 Procedure in the case of Accidents

The nearest hospitals with a casualty department are:

- Gloucester Royal Hospital, Great Western Road, GL1 3NN **0300 422 2222**
- Southmead Hospital, Southmead Way, Bristol, BS10 5NB **0117 9505050**

Other useful numbers:

- NHS emergency and urgent care services **111**
- Vale Community Hospital, Lister Road, Dursley GL11 4BA, Main Hospital **0300 421 8494**

### **If in doubt dial 999 – it is a half an hour drive to Gloucester or Southmead**

The nearest public telephone is in Wotton Road, North Nibley

(out of the Hall doors, turn right, then left into The Street, then at the main road turn right towards Wotton under Edge direction, phone box is on right hand side – about 5-10 minute walk.).

Mobile phone coverage is poor, but is better on The Street than in the Hall.

Many of the neighbouring households would be willing to call the Emergency service on your behalf.

#### **Your location is**

**NORTH NIBLEY VILLAGE HALL,  
INNOCKS ESTATE, NORTH NIBLEY GL11 6DP**

First aid boxes are in the kitchen and Meeting Room.

The accident book is in the kitchen. This must be completed whenever an accident occurs.

Any accident must be reported to the Trustees via [general@northnibleyhall.org.uk](mailto:general@northnibleyhall.org.uk).

The person responsible for completing RIDDOR forms is Theresa Eames

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

- Fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation of 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 of infected material

Dangerous incidents are also reportable through RIDDOR these may include

- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of scaffold over 5m high
- Unintended collapse of building, wall or floor
- Explosion or fire

### 3.5 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 booking secretary about safety procedures at the Hall which they will be expected to follow, and will be advised of the accident book location and Health and Safety File.

Employees, hirers and visitors must recognise there is a duty on them to

- comply with the practices set out by the Trustees
- comply with all the safety requirements set out in the hiring agreement
- comply with safety notices on the premises
- accept responsibility to do everything they can to prevent injury to themselves or others

The Trustees have carried out risk assessments. The following practices must be followed as soon as the Hall is to be used and throughout the hiring:

- Make sure all emergency exit doors are clear
- Make sure the main entrance doors are unlocked – note with the exception of hirers supervising groups of pre-school children where the top lock may be used, as this can be released by the thumb-turn without a key.
- If using the main hall, make sure the link doors are unlocked – note with the exception of hirers supervising groups of pre-school children where the top lock may be used, as this can be released by the thumb-turn without a key.
- Do not touch anything electrical where there are signs of damage, components are exposed, or there are signs of water penetration
- Do not handle the fire equipment except to use it to fight a fire
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not use the folding loft ladder in the meeting room unless you are familiar with it, have put the appropriate locking mechanisms in place and another person is present.
- Do not leave portable electrical equipment operating whilst unattended.
- Do not bring onto the premises and portable electrical appliances that have not been PAT tested.
- Do not attempt to move any heavy or bulky items
- If moving folded tables, move them one at a time or use the trolley provided. Use trolley brake when loading/unloading and when returned to store.
- If moving and putting out chairs in the main hall, follow the clear instructions on the wall in the chair storage cupboard. This also applies when putting the chairs away.
- Do not stack chairs more than 4 high in the meeting room.
- Do not attempt to carry or tip the urn when hot or full. Allow to cool
- Do not allow children in the kitchen, the bottom half of the kitchen stable door should be secured at all times children are present.
- Wear suitable protective clothing when handling cleaning or other toxic chemicals
- Wear an apron when preparing or serving food.
- Report any evidence of damage or faults to the Trustees as soon as practically possible

Be aware and seek to avoid the following risks:

- Creating slip hazards - mop up spills immediately
- Creating tripping hazards such as buggies, umbrellas, brooms left in circulation areas
- Creating toppling hazards by piling equipment
- Kitchen equipment can be dangerous
- Being in the building on your own.