

HEALTH AND SAFETY POLICY

Issue 2.0 January 2020

General Statement of Policy

This document is the Health and Safety Policy of Allendale Village Hall and Recreation Ground (AVH&RG).

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- b) Keep the village hall, the park, and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of the Management Committee of AVH&RG to comply with all relevant 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.

AVH&RG trustees, who form the Management Committee, consider the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Management Committee recognises 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise 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 Hire Agreement and its corollary our Provisions and Conditions of Hire document, and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

Name: Catherine Stirling Hill
Position: Chair, AVH&RG Trustees
Date: January 2020

Organisation of Health and Safety

The Allendale Village Hall & Recreation Ground Management Committee has overall responsibility for health and safety at Allendale Village Hall and Recreation Ground and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults. All hirers must sign the Hire Agreement which emphasizes the Safeguarding Policy of AVH&RG.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified at identification, they should inform the Chair, the Bookings Secretary or the Building Manager, as soon as possible, so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chair or the Booking Secretary or Building Manager should be informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box:	Chair
Reporting of Accidents:	Chair
Fire Precautions and Checks:	Building Manager
Risk Assessment and Inspections:	Building Manager
Building Electrical Certificate:	Building Manager
Portable Appliance Testing:	Building Manager
Information to contractors:	Building Manager
Information to hirers:	Bookings Secretary
Insurance:	Treasurer and Chair
Premises Licence:	Treasurer
Outside play equipment Inspections:	Chair
Environmental Health Food Safety:	Kitchen Co-ordinator

A plan of the hall (ground floor and basement rooms) is attached showing the location of electricity circuit breakers, oil boilers and oil tank, gas cooker and LPG cylinders, emergency exits, fire extinguishers and fire alarm call boxes. A rapid temperature change sensor is installed above the electric cooker in the Youth Project.

An overall plan of the site is attached, showing the children's play areas, and the Bowls Pavilion. There is no electrical supply to the Bowls Pavilion, but water for tea is boiled on a small camping gas ring.

Responsibilities for safety issues in the Recreation Ground are shared under a memorandum agreed by AVH&RG in November 2016 and Allendale Parish Council (APC) in December 2016. In particular, APC accepts responsibility for safe maintenance of growing things in the park (trees, grass, shrubs) with appropriate consultation with AVH&RG. AVH&RG undertakes to deal with the park's litter bins and litter, with the play equipment, and the infrastructure of the park, as well as the insurance for the entire premises.

The Recreation Ground is an open, public access space, and AVH&RG cannot monitor misuse or ensure safe behaviour by visitors. Visitors are reminded of this with signage.

Arrangements and Procedures

Licences, Certificates and Inspections

The hall is licensed for the sale on the premises of alcohol, for music, singing and dancing by Northumberland County Council.

The hall is assessed annually by the Environmental Health inspector for Northumberland County Council. Our current Food Safety rating as assessed January 2017 is 5*.

The management Committee commission inspections of the outside play equipment on a regular basis.

Fire Precautions and Checks

The Management Committee annually completes a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A plan of the village hall showing the fire alarm points, fire exits, and fire-fighting equipment is attached.

Person with responsibility for testing equipment and keeping logbook: Building Manager

Inspection Records are kept in the Green Room.

The routine checks are listed in an appendix.

Dangerous Substances and Tools

Dangerous substances must not be left on the premises except in locked storage. This includes among other things, corrosive liquids, flammable materials, alcohol and knives.

A locked cupboard is provided for corrosive and flammable cleaning materials – the cleaner's cupboard adjacent to the ladies' toilets. The keys to this are held by the cleaner, the caretaker, the trustee responsible for cleaning and the Chair of the Committee.

A locked storage space is provided for any alcohol that may need to be stored on the premises – the toilet space next to the Green Room. The keys for this are held by the caretaker, the trustee responsible for the bar, the trustee representing the Drama Society, and the Chair.

Knives and other sharp tools must not be left unattended on the premises.

Procedure in case of accidents

NHS Telephone Number for minor incidents: 111

Emergency Telephone Number: 999

Primary Care Centre (doctor's surgery):

Haydon Bridge and Allendale Medical Practice
Allendale Health Centre, Shilburn Road, Allendale, Hexham, NE47 9LG
Telephone: 01434 683280

Hexham General Hospital provides a walk-in urgent care centre between 8am and 10pm.:

Hexham General Hospital
Corbridge Rd, Hexham NE46 1QJ
Telephone: 0344 811 8111

The principal A&E centre for this district is:

Northumbria Specialist Emergency Care Hospital
Northumbrian Way, Cramlington NE23 6NZ
Telephone: 0344 811 8111

First Aid Boxes are located in the kitchen and the Food Service Counter.

The person responsible for keeping these boxes up to date is the Chair of the Management Committee, who may delegate appropriately.

The accident forms are kept on kitchen lectern. These must be completed whenever an accident occurs.

Any accident must be reported to the Chair of the Management Committee.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chair.

Note-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 substances or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substances 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 for Hirers

All hirers will be expected to read the whole of the Hire Agreement and must sign the hiring form as evidence that they agree to the Hire Conditions and accept the Safeguarding Policy of AVH&RG.

All hirers will be given information by the Management Committee about health and safety procedures at the hall which they will be expected to comply with.

Volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Fire exit signs must be viewable during all public entertainment functions.

The following practices must be observed to minimize 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 period
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components, 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 into 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) – use the trolleys provided
- 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, food service area or bar 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, food service area and bar and do not allow running
- Do not leave alcohol, knives or corrosive substances unattended unless secured against access.
- Report any evidence of damage or faults to equipment or the building's facilities to the Building Manager or another member of the Management Committee.
- Report every accident in the accident book and to the Chair.
- Be aware and seek to avoid the following risks:
 - a) Creating slipping hazards on stairs, polished or wet floors - mop up spills immediately
 - b) Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - c) Use adequate lighting to avoid tripping in poorly lit areas
 - d) Risk to individuals while in sole occupancy of the building
 - e) Risks involved in handling kitchen equipment e.g. pans, kettles, hot food trays, water heaters and knives
 - f) Creating toppling hazards by piling equipment e.g. In store cupboards.

Particular health and safety instructions apply to Theatrical and Musical Entertainment Events. In particular, the hirer must ensure that members of the public attending entertainment events at Allendale Village Hall are aware of the Fire Safety exits.

A formal Risk Assessment is carried out annually and any risks identified must be reported to the Management Committee for remediation. The Building Manager must always be alert to any risks associated with any part of the premises or grounds and must report any challenges to the Chair.

Contractors

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

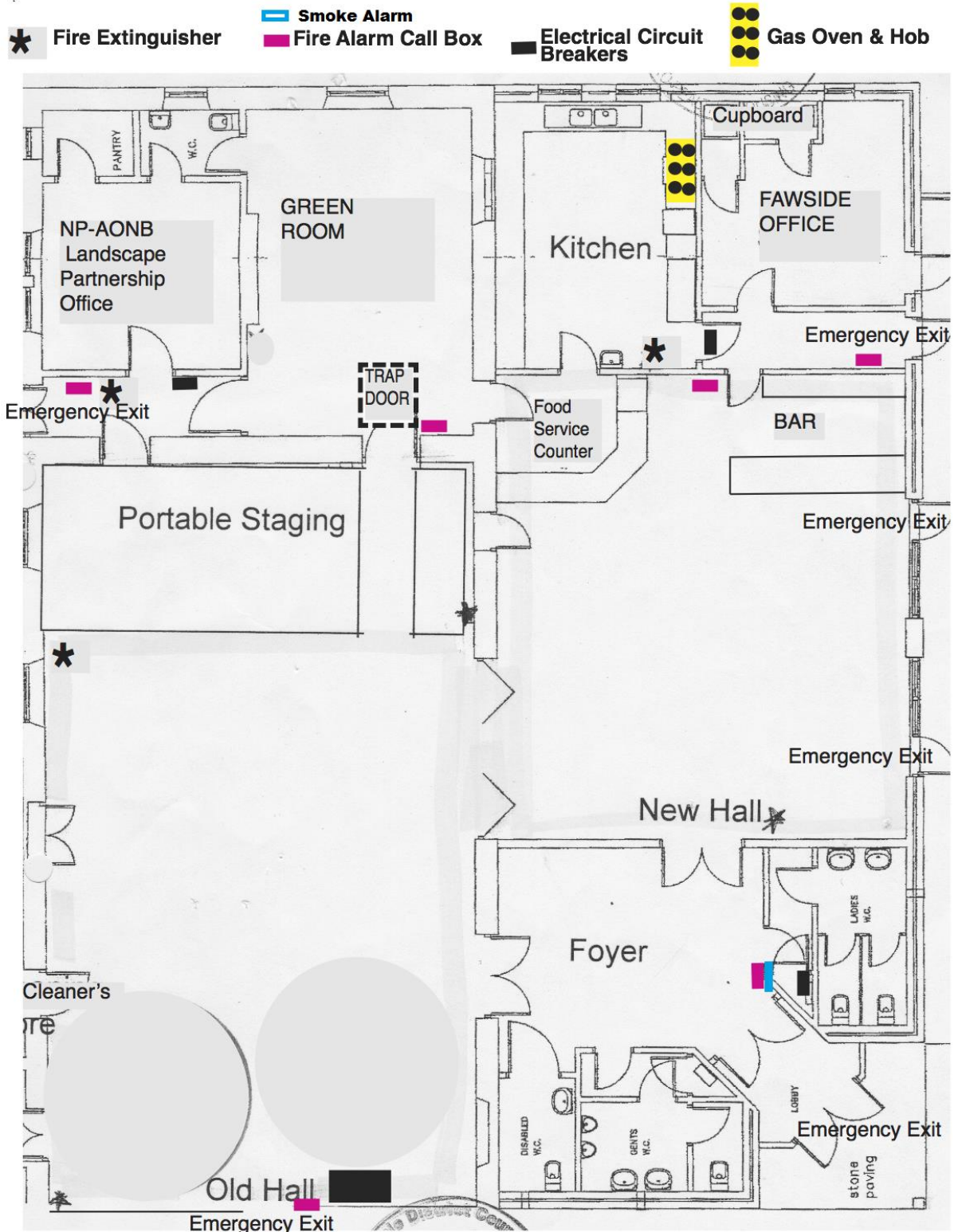
- The contract is clear and understood by both the contractors and the Committee
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety 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 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 the current regulations or the Institute of Electrical Engineers Code of Practice
- Any alterations or additions to the central heating systems or equipment must conform to the current regulations or the Oil Firing Technical Association (OFTEC) Code of Practice
- Any alterations or additions to the Calor gas cooking supply or equipment must conform to the current regulations

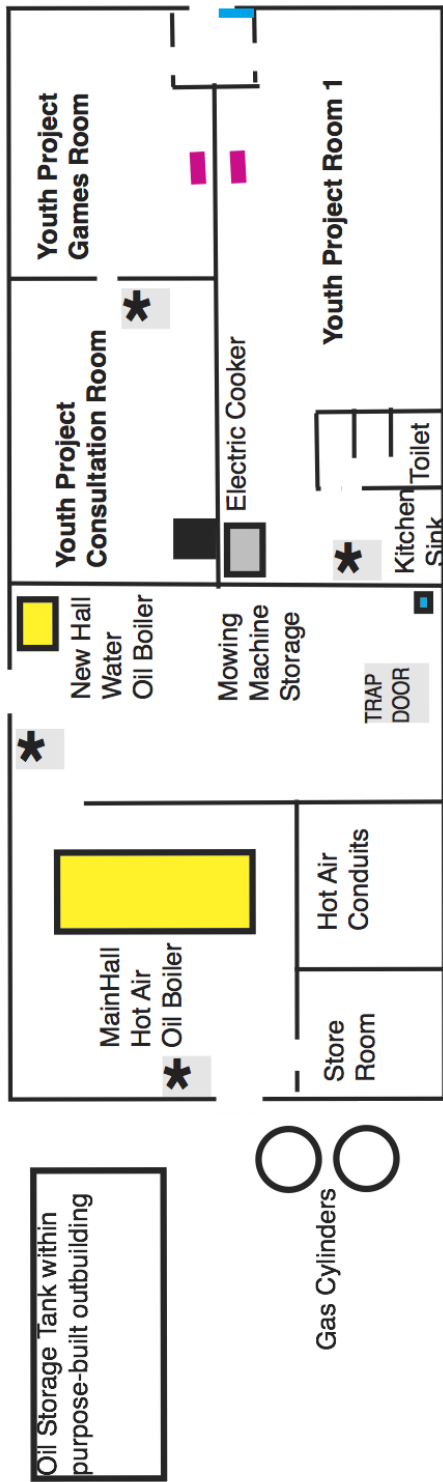
Review of Health and Safety Policy

The Management Committee will review this policy annually. The next review is due in October 2020.

Appendix 1 – Plans of Building and Grounds

Allendale Village Hall: Premises Plan: Ground Floor; March 2017





**Allendale Village Hall: Premises Plan:
Basement Floor; March 2017**

[Turn this sketch 90° to the right to orient the basement rooms underneath the offices and kitchen of the Village Hall.]

The Oil Tank store and Gas Cylinders are situated in the outside alley to the left of the hall.

Mains Water Stopcock for entire building

Recreation Ground Plan



Play and Park Equipment including:

- 4 BMX/Skateboard Ramps;
- Zipwire;
- Nest Swings;
- Traditional Swings;
- Adventure Platform;
- Toddlers Play Area;
- Banana Slide;
- Stepping Posts;
- Deneholme Wood Access;
- Picnic Tables;
- Litter Bins;
- Park Benches;
- Pavements;

Bowling Green and Bowling Pavilion

Appendix 2 – Insurance Provider and nominated Maintenance Providers

Insurance

Company providing the charity's Employer's Liability and Public Liability insurance cover:

Allied Westminster (Insurance Services) Ltd

Policy No VH 88/0047440/BS73369

Expiry Date 31st May 2020

Fire Safety Equipment

Company hired to maintain and service fire safety equipment:

FirePoint Services Ltd.

The Stables, Willowbridge Cottage, Choppington, NE62 5TD

0191 251 2233

Inspection Records are kept in the Green Room.

Emergency Lighting

Glenn Natrass Electrical Ltd

1 Allen Mill Cottages, Allendale, NE47 9EQ

01434 683126

Electrical Safety

Glenn Natrass Electrical Ltd

1 Allen Mill Cottages, Allendale, NE47 9EQ

01434 683126

Portable Appliance Testing

West Northumberland Community Buildings Consortium

Boiler Service

J P Westall Ltd.

Water House, Burn Lane, Hexham, Northumberland, NE46 3HN

(01434) 602 740

Calor Gas Installation

Baynes Travel

The Hen House, Wooley Burn Foot, Allendale, NE47 9NE.

01434 683 269

Appendix 3 – Schedule for Safety Checks for Fire and Hazard Safety

Weekly Checks

- Door mats and door stops
- Outside lights
- Emergency lighting
- Fire doors
- Fire Alarm Call boxes
- Trip hazards
- Accident book

Monthly Checks

- First Aid Box

Annual Checks

- Fire extinguishers
- Portable Appliance Testing
- Oil-fired boilers servicing
- Calor Gas installation
- Children's play equipment in Recreation Ground

Appendix 4 – Sources of Advice

Health and Safety Executive,
The Council Offices, Station Road East, Oxted, Surrey, RH8 0BT
Tel: 0188373 2400

Northumberland Fire & Rescue Service Headquarters
West Hartford Business Park, Cramlington, Northumberland, NE23 3JP
Tel: 01670 621110

Northumberland County Council Environmental Health
Tel: 01670 623870

Royal Society for the Prevention Of Accidents (RoSPA)
RoSPA House, 28 Calthorpe Road, Edgbaston, Birmingham, B15 1RP
+44 (0)121 248 2000