

## Health and Safety Policy

**Melmerby Village Hall** [www.melmerbyvillagehall.co.uk](http://www.melmerbyvillagehall.co.uk)

Registered Charity 520345

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### Part 1 - General Statement of Policy

**This document is the Health and Safety Policy of Melmerby Village Hall.**

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for Committee members, hirers, users and other visitors.
- Keep the village hall and equipment in a safe condition for all users.
- Provide such advice and information as is necessary for Committee members, hirers, users and other visitors.
- It is the intention of Melmerby Village Hall Committee 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.
- Melmerby Village Hall Committee considers 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 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 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.

Policy Implemented	January 2017
Signed	<i>Jane Bardsley</i> Chairperson
Review Date	January 2019

## Part 2: Organisation of Health and Safety

- Melmerby Village Hall Committee has overall responsibility for health and safety at Melmerby Village Hall 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 Village Hall 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.
- 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 Chairman, Treasurer or the Bookings Secretary, using the contact details on the board inside the foyer, 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 Chairman or the Bookings Secretary informed as soon as possible.
- The following persons have responsibility for specific items:

First Aid box:	Vice Chair
Reporting of Accidents:	Chairperson
Fire precautions and checks:	Treasurer
Risk Assessment and Inspections:	Chairperson
Information to contractors:	Treasurer
Information to hirers:	Booking Secretary
Insurance:	Treasurer
- A plan of the hall is attached showing the location of electricity consumer unit, heating boiler, emergency exits, fire doors, and fire extinguishers.

## Part 3: Arrangements and Procedures

### 3.1 Licence

Melmerby Village Hall is licensed for music, singing and dancing by Eden District Council.

The sale of alcohol is permitted through a Premises Licence.

We hold a joint PRS (Performing Rights Society) and PPL (Phonographic Performance Ltd) Licence for playing music in the Village Hall including that received by Radio, TV and the Internet.

### 3.2 Fire Precautions and Checks

- The Management Committee has completed 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.
- There is no public telephone box in the village. The strongest mobile phone signal will be obtained outside the building. Vodafone and EE usually give the best signal reception.
- Person with responsibility for testing equipment and keeping log book: Treasurer.
- Local Fire Brigade Contact:  
**Penrith Fire Station, Carleton Avenue, Penrith CA10 2FA 01768 899790 or via 999**
- Company hired to maintain and service fire safety equipment:  
**Name: Beacon Fire Protection Ltd**  
**Address: Unit 6B, Redhills Business Park, Penrith CA11 0DT 01768 863551**

### 3.3 Procedure in case of accidents

- The location of the nearest hospital Accident and Emergency/Casualty dept is:  
**Cumberland Infirmary Newtown Rd, Carlisle CA2 7HY - 01228 523444 or via 999**
- The location and telephone number for the nearest doctor's surgery is:  
**Birbeck Medical Group, Penrith Health Centre, Bridge Lane, Penrith, CA11 8HW  
01768 214620**
- The First Aid Box is located in the kitchen.
- The person responsible for keeping this up to date is the Vice-Chair.
- Any accident must be reported to the Chairman of the Village Hall 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 Chairperson.

### 3.4 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.
- 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. Illuminated fire exit signs must be on for all public entertainment.
- A Risk Assessment is carried out regularly and any risks reported to the Village Hall Committee.

### 3.5 Insurance

The company providing the hall's Employer's Liability and Public Liability insurance cover is:  
**Allied Westminster**

Date of renewal: **December 2018**

### 3.6 Review of Health and Safety Policy

The Management Committee will review this policy annually. The next review is due in **January 2019**.