



Arkendale Community Hall  
Moor Lane  
Arkendale  
North Yorkshire  
HG5 0RF  
01423 340240  
hall@arkendale.org.uk  
Registered charity no: 516550

## Health & Safety Policy

### **Part 1 – General Statement of Policy**

This document is the Health and Safety Policy of Arkendale Community Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Arkendale Community 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.

Arkendale Community Hall Management 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 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, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

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 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.

Signed: (on behalf of the Management Committee) \_\_\_\_\_

Name \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## Part 2: Organisation of Health and Safety

The Arkendale Community Hall Management Committee has overall responsibility for health and safety at Arkendale Community Hall.

The person delegated by the management committee to have day to day responsibility for the implementation of this policy is:

Name	Malcolm Howe
Telephone Number	01423 340185
Address	West View, West Field Lane, Arkendale, Knaresborough HG5 0QS

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 management committee in keeping the premises safe and healthy, including the grounds.

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 person above, or the Bookings Secretary, as soon as possible so that the problem can be dealt with.

The following persons have responsibility for specific Items: First Aid Box	Malcolm Howe
Reporting of accidents	Malcolm Howe
Fire precautions and checks	Malcolm Howe
Training in use of hazardous substances and equipment	Malcolm Howe
Risk assessment and inspections	Malcolm Howe
Information to contractors	Alan Stokes
Information to hirers	Caroline Houseman
Insurance	Jean Cox

## Part 3: Arrangements

- The Village Hall has a premises Licence. Contact Jean Cox 01423 340386 for further details.
- Risk assessments have been completed and are available on request. Contact Malcolm Howe.
- Fire Evacuation and First Aid. Details are provided separately. Contact Caroline Houseman 01423 340240.
- Major Injury incidents are reported on RIDDOR forms and completed by Malcolm Howe 01423 340185.

## 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 by the booking secretary about safety procedures at the hall, which they will be expected to follow. The site map shows the location of the accident book, log book,

fire safety equipment, evacuation routes and details of emergency contact numbers and the location of a public telephone. A duty caretaker will also be present at the beginning and end of each booking in order to help explain any relevant information.

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The committee have carried out risk assessments. The following practices must be followed in order to minimise risk.

In case of emergency contact Malcolm Howe **07807427684**

- All emergency exit doors are kept clear at all times.
- Do not touch or operate any electrical equipment where there are signs of damage.
- Do not work on the stepladder unless there is someone else present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring onto the property any portable electrical appliances unless they have been PAT tested.
- Do not attempt to move heavy or bulky items (e.g. stack of chairs). Use the trolley provided.
- Do not allow children in the kitchen except under close supervision.
- Wear suitable protective clothing when handling cleaning materials.
- Report any evidence or faults to equipment or building facilities to Malcolm Howe 01423 340185. Or use the log book with the accident book in the kitchen.

Report every accident to Malcolm Howe 01423 340185 and record in the accident report book.

Be aware and seek to avoid the following risks

- Creating slipping hazards on wet floors – mop spills immediately.
- Creating tripping hazards such as buggies, umbrellas, mops, and other items left in narrow spaces.
- Use adequate lighting to avoid tripping in poorly lit areas.
- Risk to individuals while in sole occupancy of the building.
- Risks involved in handling kitchen equipment, cooker, water heater and knives.
- Creating toppling hazards by piling equipment in storage areas.

## **Contractors**

The Management Committee will check with contractors before they start work that the contract is clear and understood by the committee and the contractor and that

- Contractors are competent to out the work.
- Contractors are aware of any relevant health and safety issues.
- Contractors have adequate public liability insurance.

- Contractors do not work alone on ladders.
- Contractors have their own health and safety policy.
- The contractor knows which member of the committee is responsible to overseeing their work.
- Any alterations to electrical installations must conform to regulations of the Institute of Electrical Engineers.

### **Insurance**

Details of Public Liability Insurance for Arkendale Village Hall are available from Jean Cox 01423 340386

### **Review of Health and Safety Policy**

The management committee will review this policy annually. The next review is due in (month)\_\_\_\_\_ (year)\_\_\_\_\_

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users of employees.