

Lapworth Village Hall Health and Safety

It is the intention of Lapworth Village 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.

Users, 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.

The committee has carried out risk assessments. The following practices must be followed in order to minimize risk:

- Make sure all emergency 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 any 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 onto 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 trolleys provided.
- Do not stack more than five chairs.
- 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 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 and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Report any evidence of damage or faults to equipment or the building's facilities in the maintenance book and to:-

Roger Burn 07831 211405

- Report every accident in the accident book and to:-

Tony Hull 07890 405498 Roger Burn 07831 211405

Review of Health and Safety Policy.

The management committee will review this policy annually. The next review is due in: -

May 2023

Lapworth Village Hall Health and Safety Policy (p2)

Part 2 – Organisation of Health and Safety.

The Lapworth Village Hall Management Committee has overall responsibility for health and safety at Lapworth Village Hall.

The person(s) delegated by the Management Committee to have day to day responsibility for the implementation of this policy is/are:

Name: Tony Hull Telephone No.: 07890 405498

Name: Roger Burn Telephone No.: 07831 211405

It is the duty of all users to take care of themselves and others who may be affected by their activities and 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 so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and written in the Maintenance Report Book.

The following persons have responsibility for specific items

First Aid box: Helen Thompson

Reporting of serious accidents: Tony Hull Telephone No. 07890405498

Roger Burn Telephone No. 07831211405

Fire precautions checks: Roger Burn, Tony Hull

Training in the use of hazardous substances and equipment: Roger Burn

Electrical inspection checks: Roger Burn, John Lewis

Risk assessments and inspections: Roger Burn, Tony Hull

Information to contractors: Roger Burn, Tony Hull

Information to hirers: This is a pre-printed letter with the hire form via the booking secretary:

Patrick Hooper

Insurance: Mike Sexton, Roger Burn

A plan of the hall is attached showing the location of electricity cables, fire extinguishers, fuse box, stop cock, stage steps and loft access.

Procedure in case of accident

The location of the nearest hospital Accident and Emergency/Casualty dept. is Larkin Rd, Warwick, CV34 5BW

The location of the nearest doctor's surgery and telephone no. is Old Warwick Road, Lapworth, B94 6LD. 01564 783775

The First Aid box is located in the Kitchen

The person responsible for keep this up to date is: -

Helen Thompson

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible who are

: - Tony Hull, Roger Burn

The persons responsible for completing RIDDOR forms and reporting serious accidents are

:- Tony Hull 07890 450498, Roger Burn 07831 211405

(RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

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 chemicals)
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or 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 the skin.
- Acute illness requiring medical attention that may have resulted from a biological agent or its toxins or infected material.

Relevant examples of reportable dangerous occurrences include:-

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