



TILSTON WAR MEMORIAL HALL - HEALTH & SAFETY POLICY

Agreed by the Committee 20th April 2022. Review due March 2023

Part 1: General Statement of Policy

This document is the Health and Safety Policy of Tilston War Memorial 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 or information as is necessary to staff, volunteers and users.

It is the intention of Tilston War Memorial 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.

Tilston War Memorial Hall Management Committee considers the promotion of the health and safety of its employees, volunteers, hirers and contractors to be of great importance and it will seek to encourage all who are present in or associated with the hall, to engage in the establishment and observance of safe working practices.

Employees, 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 Management 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 Tilston War Memorial Hall Management Committee)

.....

Name:

Position: Chair

Date:



Part 2: Organisation of Health and Safety

The Tilston War Memorial Hall Management Committee ('The Committee') has overall responsibility for health and safety at Tilston Village Hall.

It is the duty of all employees, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate 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 Booking Secretary as soon as possible 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. The Committee will rectify any maintenance issues or equipment faults promptly.

A plan of the premises is displayed in the main hall, showing the location of fire exits, fire extinguishers, fuse boxes, stop cock, boiler, and loft access.

Part 3: Arrangements and Procedures

3.1 Fire Precautions and Checks

A Fire Risk Assessment is carried out regularly by the Committee a copy of which is available on request. In the event of a fire, please follow the evacuation instructions posted in the building. Fire exits are clearly marked and fire extinguishers are provided throughout the building. The muster point is the side car park. If the emergency services are required phone 999 using a mobile phone.

Regular checks on fire exits, fire extinguishers, emergency lighting and electrical installation compliance are undertaken by the Committee and a record kept in the H&S File held by the Booking Secretary.

The Hirer is responsible for the safety of the public attending the Event and informing all present of the action to be taken in the event of fire or the fire alarms sounding. For larger events it is recommended that the organisers appoint one or more fire marshals responsible for evacuation of all persons in the building

3.2 Procedure in case of accidents

If the emergency services are required, call 999 and inform them what has happened.

The location of the nearest hospital Accident and Emergency/Casualty department is:

Countess of Chester Hospital, Chester
Liverpool Road
Chester CH2 1UL

Wrexham Maelor Hospital,
Croesnewydd Road,
Wrexham LL13 7TD

The location and telephone no. for the nearest doctor's surgery is:

Laurel Bank Surgery
Old Hall Street
Malpas SY14 8PS
Tel: 01948 860205



The First Aid Box is located in the kitchen and its contents checked regularly. The accident book is kept in the kitchen This must be completed whenever an accident occurs. Any accident must be reported to the Booking Secretary or to a member of the management committee as soon as possible. Trustees will check the accident report books on a regular basis and ensure that GDPR rules and compliance with RIDDOR reporting are being applied.

3.3 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 or other committee member about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the first aid kit and accident book

3.4 Lone Working

Staff, contractors, or volunteers who regularly work in the building alone should make sure all exit doors are locked and should carry a mobile telephone for emergency use. Anyone entering the building alone should ensure that someone else knows their whereabouts and expected time of return. A risk assessment should be carried out for activities which will be undertaken by the caretaker, cleaner or volunteers during those times when they are alone in the building. Staff and volunteers must arrange for another person to assist them in carrying out activities which require support; for example, working at height or on a ladder.

3.5 Contractors

The management committee will confirm with contractors (including self-employed persons) before they start work that they are competent to carry out the work and have adequate public liability insurance cover. Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers. Contractors should have their own Health & Safety policy for their staff:

3.6 Insurance

TWMH Insurance is provided by Aviva and is renewed annually. A copy of the Employer's Liability Insurance certificate for the Hall is displayed on the notice board in the main hall. Hirers should be aware that Bouncy castles are excluded from our insurance. Please ensure that cover is arranged through the hire company or personal household insurance if a bouncy castle is to be used.

3.7 Licence

The village hall has a Premises Licence authorising regulated entertainment and licensable activities. The Hall also holds a PPL PRS licence for the use, playing and performance of music.

4. Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due in March 2023.

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 or employees.