



MERRIOTT VILLAGE HALL HEALTH & SAFETY POLICY

Registered charity number 1209414

Reviewed 22nd October 2024

Review frequency: Annually

Emergency accident information

Nearest hospital Accident and Emergency / Casualty department:
Yeovil District Hospital BA21 4AT

Nearest doctor's surgery:
Crewkerne Health Centre,
Middle Path,
Crewkerne,
TA18 8BX.
Tel 01460 77075

The First Aid Box is located in the kitchen in a clearly marked middle drawer adjacent to the handwash sink.

Emergency premises information

The **water stopcock** is located in the kitchen under the hand wash sink

The **electricity fuse box** is located 1) In the kitchen and 2) in the toilet corridor adjacent to the disabled toilet

Fire extinguishers are located throughout the premises in accordance with the Fire Regulations. A map showing the position of the Fire Fighting appliances is in the Blake room.

There is no gas supply to the Hall

Kitchen Fuse Box



Toilet Corridor Fuse Box



Procedure in case of accidents

The persons who are responsible for this are: Mr Eric Vose/ Dr Roger Gilson

The accident book and a copy of this policy are kept on the noticeboard in the Blake Room. The accident book must be completed whenever an accident occurs.

Any accident must be reported to the members of the management committee responsible, who are: Mr Eric Vose/ Mr Roger Gilson.

The persons responsible for completing Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) forms and reporting accidents are: Mr Eric Vose/ Dr Roger Gilson

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 substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance 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.

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.

1 Overview

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members, contractors and hirers
- b) Keep the 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 Merriott 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.

Merriott Village Hall Management Committee considers the promotion of the health and safety of its employees at work and 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.

Employees, 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.

2 Organisation of Health and Safety

The Merriott Village Hall Management Committee has overall responsibility for health and safety at Village Hall. The persons delegated by the management committee to have day to day responsibility for the implementation of this policy are:

Mr Eric Vose
Maple Cottage
32 Church Street
Merriott
TA16 5PS
01460 351857

Dr Roger Gilson

The Garden Cottage
1, Nut Tree Farm
Merriott
TA16 5NG

07973 801 807

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 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 person above, or the

Bookings 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 and it should be placed in the hall storage cupboard.

The following persons have responsibility for specific items:

First Aid Box: Facilities Manager / Health and Safety Manager

Reporting of accidents: Facilities Manager / Health and Safety Manager

Fire precautions and checks: Facilities Manager / Caretaker

Training in use of hazardous substances and equipment: Facilities Manager

Risk assessment and inspections: Facilities Manager / Health and Safety Manager

Information to contractors: Facilities Manager

Information to hirers: Treasurer / Bookings Clerk

Insurance: Vice Chair

The specific person holding these positions is detailed on the Register of Trustees.

Part 3: Arrangements and Procedures

3.1 Licence

The Hall has a Premises Licence, authorising the regulated entertainment and licensable activities. The details can be found in the Hall Hire agreement document.

3.2 Fire Precautions and Checks

A professional fire risk assessment will be undertaken every 3 years.
A yearly fire risk assessment will be undertaken by the Trustees

The fire assembly point is in the service road to the rear of 1 Melbury Row.

Company retained to maintain and service fire safety equipment:

Atlas Safety Management
Unit Z1, Westpark
Chelston
Wellington
Taunton
TA21 9AD

01935 422117

Emergency lighting	Checked monthly
Fire Exits-main hall	Checked weekly
Fire-fighting appliances	Checked annually
Electrical installation	Checked 3-yearly

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/training by the Booking Clerk 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 accident book and health and safety policy.

It is the intention of Merriott 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. Employees, 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 minimise 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**
- **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 height until they are properly secured and another person is present
- **Do not** leave portable electrical 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 the 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 to: The Caretaker or Mr Eric Vose
- **Report** every accident in the accident book to: The Caretaker or Mr Eric Vose

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- 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 e.g. cooker, water heater and knives
- creating toppling hazards by piling equipment e.g. in store cupboards

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 materials containing asbestos)
- 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 requested and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.
- A Risk Assessment may be necessary for certain types of work

Insurance

The hall's Employer's Liability and Public Liability insurance cover:

Allied Westminster (Insurance Services Ltd)

Allied House
Holgate Lane,
Boston Spa, L23 6BN

Policy No: VH 88/0047440/BS61342

Date of Renewal: 26/03/2025

Any risks excluded or special conditions users should be aware of: The walls of the main hall and 3 elevations of the main roof contain very **low grade asbestos** in the form of Chrysotile.

Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due in March 2024

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.