

MOTCOMBE MEMORIAL HALL AND RECREATION GROUND TRUST

HEALTH AND SAFETY POLICY

In pursuance of their health and safety obligations, the Trustees of the Motcombe Memorial Hall and Recreation Ground Trust (hereinafter referred to as "the Trustees") have established this Health and Safety Policy, which is designed to mitigate the risk of injury, ill health or any danger arising from use of the Motcombe Memorial Hall and the Clock Hall (hereinafter referred to as the "Trust premises") and, where relevant, the recreation ground.

More particularly, this includes establishing and maintaining safe working conditions, equipment, facilities and systems of work for persons maintaining or using Trust premises or, where relevant, the Recreation Ground. This includes all visitors, contractors, volunteers, hirers, events organisers, staff and users carrying on a lawful activity (hereinafter referred to as "users")

The Trustees are ready to organise the provision of such training and information as may be necessary to fulfil their Health and Safety obligations.

Copies of Health and Safety working practices, including emergency and evacuation procedures, are posted in each of the Trust premises and the contact details of key Hall representatives are set out in *Appendix 4*.

All users are expected to familiarise themselves with and observe these practices and any safety requirements set out in the hiring agreement; and to take all reasonable steps to avoid the risk of injury to themselves and others.

1. RESPONSIBILITIES FOR HEALTH AND SAFETY

1.1 The Trustees have overall responsibility for health and safety and for overseeing the implementation of this policy; and for ensuring, as far as reasonably possible, that routine reviews, checks and safety inspections of safety procedures and equipment are carried out by the Hall Management Committee or on its behalf.

1.2 All users are expected to read this Health and Safety Policy statement, comply with all safety procedures, requirements and notices and, as appropriate, fulfil the information obligation set out in para 2.1.2 as a condition of their hire or use of the Trust premises and they will be required to sign the hiring form as evidence that they agree to these and other hiring conditions.

1.3 In addition to para 1.2, it is the duty of all users to:

- i) take care of themselves and others who may be affected by their activities, to avoid taking undue risks and to take all reasonable steps to prevent injury to themselves and others;
- ii) co-operate with the objective of keeping the Trust premises safe and free of hazard;
- iii) report any hazard, fault or damage which might cause injury and cannot be rectified immediately to the Premises Manager or Bookings Secretary as soon as possible so that the problem can be dealt with (see *Appendix 4*; and place a warning notice to that effect in a suitably appropriate position.

1.4 It is the responsibility of the the Hall Management Committee:

- i) to require any of its members with responsibility for aspects of Health and Safety to report to the Committee any accidents, faults or breaches of this policy which could affect the health and safety of users; and if they are of a serious nature, to inform the Trustees;
- ii) to carry out periodic risk assessments to assess whether existing safety procedures continue to be fit for purpose and advise the Trustees whether any significant changes need to be introduced.

2. SAFETY PRACTICES AND INFORMATION

2.1 Fire Precautions and Checks

2.1.1 A plan of each of the Trust premises showing the location of fire exits, fire extinguishers and smoke detectors and a copy of the Hall and Pavilion Emergency evacuation procedures is attached at *Appendices 1 and 2* respectively. They are also posted on the notice boards of each of the Trust premises and are available on request from the Premises Manager or the Bookings Secretary.

2.1.2 Events organisers and hirers are responsible for ensuring that support staff and attendees are made aware of the emergency evacuation and fire drill procedures of the Trust premises being used (See also *Appendices 2 and 3*).

2.1.3 The service record for the fire safety equipment is available from the Bookings Secretary upon request and is also displayed on Trust premises notice boards.

2.2 Safety Practices

2.2.1 The following practices must be followed in order to minimise risks:

- No smoking is permitted in either of the Halls or the Pavilion
- All emergency exits doors and corridors must be unobstructed and unlocked as soon as any premises are to be used and throughout the time of use.
- No fire appliances may be removed and the lights over the exit doors must be clearly visible at all times.
- Not operating or touching any unfamiliar electrical equipment or equipment which shows signs of damage, exposure of components or water penetration, etc.
- Not working on steps, ladders or at a height until the necessary equipment is properly secured and another person is present.
- Not leaving portable electrical or gas appliances operating while unattended.
- Not bringing onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Not attempting to move heavy or bulky items (e.g. stacked tables or chairs) without the proper equipment.
- Not stacking chairs more than six high.
- Not attempting to carry or tip a water boiler when it contains hot water before leaving it to cool.
- Not allowing children in the kitchen except under close supervision.
- Wearing suitable protective clothing when handling cleaning or other toxic materials.
- Recording all faults or repairs in the Maintenance Manual which is kept in (?).
- Making sure that, on vacation of either of the Trust premises, they are locked and made safe and the keys returned to the key safe
- Being aware at all times and not creating or incurring any risks to yourself and others, particularly if you are in charge of an event at or use of either of the Trust premises, such as:

- avoiding slipping hazards eg on steps or wet floors and mopping up spills immediately
- avoiding tripping hazards such as trailing wires or uneven flooring or any buggies, umbrellas, bags, mops and other items left anywhere in the Hall premises (NB The Recreation Ground is likely to be uneven and extra care should be taken when using it)
- ensuring that there is adequate lighting in the Trust premise when they are in user
- avoiding risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- avoiding toppling hazards by piling up equipment too high e.g. in store cupboards

3. IN CASE OF ACCIDENTS

3.1 The nearest Accident and Emergency/Casualty departments are at:

*Minor Injuries Unit,
Westminster Hospital,
Abbey Walk
Shaftesbury
SP7 8BD*

Tel No: 01747 851535

NB This unit is only open between (weekdays) 9.00am to 5.30pm and (weekends) 10.00am and 3.30pm.

*Salisbury District Hospital, has
Odstock Rd,
Odstock,
Salisbury,
SP2 8BJ*

Tel No: 01722 336262

*Yeovil District Hospital,
Higher Kingston,
Yeovil,
BA21 4AT*

Tel No: 01935 475122

3.2 The nearest doctor's surgery is (*Shaftesbury/Gillingham*)

3.3 The First Aid Box is located in the kitchen in each of the Trust premises and a defibrillator and First Aid Box is kept in the Motcombe village shop (*Tel no ?*)

3.4 Every accident, including minor ones, must be recorded in the accident book which is kept in ? and reported to the Premises Manager or Bookings Secretary as soon as possible.

3.5 The following major injuries or incidents must be reported on RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) forms, particularly where they involve:

- death, resuscitation or unconsciousness
- any serious injury eg fractures, crush injuries, burns
- admittance to hospital for more than 24 hours
- the absorption of a biological agent or any toxic substance by inhalation, ingestion or through skin
- dangerous occurrences causing near miss events
- gas related incidents causing harm of injury

Should there be an incident / accident that requires the completion of a RIDDOR form please contact the Premises Manager or the Bookings Secretary for assistance.

4. INSURANCE

A copy of the Employer's Liability Insurance Certificate for each of the Trust premises is displayed on their notice boards and can also be obtained from the Bookings Secretary upon request.

5. CONTRACTORS

Before any contractor or person on site begins any work they should:

- a) carry out their own risk assessment
- b) ensure they have adequate liability cover
- c) familiarise themselves, their staff and their contractors with this Health and Safety Policy.

6. REVIEW OF HEALTH AND SAFETY POLICY

The Hall Management Committee will review this policy annually after each AGM or because of any relevant change of circumstances.

Any Health and Safety issues reported to the Trustees by the Hall Management Committee and any subsequent actions will be recorded in the minutes of

Trustees' meetings.

Signed on behalf of the Trustees:

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Chairman of the Trustees

Dated.....

APPENDIX 1

PLANS OF THE MOTCOMBE MEMORIAL HALL AND CLOCK HALL SHOWING EMERGENCY SYSTEMS AND FACILITIES

APPENDIX 2

EMERGENCY EVACUATION PROCEDURES IN THE EVENT OF FIRE OR OTHER EMERGENCY

1. All persons at risk should exit any affected premises immediately and rally at the Fire Assembly Point at the far ie northern end of the Car Park

2. IF YOU DISCOVER A FIRE:

2.1 Sound the alarm which is located by.....and, if possible, check all rooms and toilets, BUT DO NOT PUT YOURSELF IN DANGER

2.2 Evacuate the premises immediately and go to the assembly area

2.3 DIAL 999 for the fire service as soon as possible

2.4 You should only attempt to extinguish the fire using the provided fire appliance IF IT IS SAFE FOR YOU TO DO SO

3. IF YOU HEAR THE FIRE ALARM:

1. You must leave the building by the nearest fire exit and go to the assembly area

2. Do not stop to collect belongings

3. Once at the assembly point report your presence to the person in charge
4. DO NOT TAKE RISKS – JUST GET OUT.

APPENDIX 3

DUTIES OF HIRERS AND EVENT ORGANISERS IN THE EVENT OF AN EMERGENCY

1. There is no resident caretaker in either of the Trust premises, so the organiser of any event or hire has legal duties with regard to the safety of those persons assisting or attending the event. These duties include:

1.1 keeping all keys and alarm code secure, but readily accessible;

1.2 identifying anyone present as being especially at risk such as those with disabilities or children;

1.3 having procedures in place for emergency evacuation and for checking that everybody has evacuated the building in the event of an emergency;

1.4 notifying at the start of an event or hire all those present of the emergency evacuation exits and procedures and ensuring that their possessions do not cause an obstruction

1.5 ensuring that, on the conclusion of an event or hire, all taps, lights and gas/ electric appliances are turned off and all keys are returned to the key cabinet.

APPENDIX 4

CONTACT DETAILS

(Last updated on.....)

Premises Manager

Booking Secretary