

# **REETH & DISTRICT MEMORIAL HALL**



## **Health and Safety Policy**

**July 2019**

## **Statement of Policy**

**This document is the Health and Safety (H & S) policy of Reeth and District Memorial Hall.**

Our policy is to help provide a healthy and safe environment to all persons using the hall.

1. To keep the fabric of the hall, its equipment and facilities in good order.
2. Provide information and advice on Health and Safety matters to the management committee, hirers, users and other visitors including contractors.

Reeth & District Memorial Hall Management Committee considers the promotion of the Health and Safety of all those who use or work in their premises to be of the utmost importance. The management committee will encourage all persons involved with the hall to engage in the establishment and compliance of safe working practices.

It is the intention of the Reeth & District Memorial Hall Committee to comply with all the relevant Fire and Health and Safety legislation and to act positively, where it reasonably can, to prevent injury, ill health or any danger arising from its activities and operations.

Persons involved with all aspects of hall use, will be expected to recognise that there is a duty of care upon them to comply with the safe practices and procedures set in place by the committee, contained in the hiring agreement or displayed on safety notices and to do everything in their power to prevent injury to themselves or others.

Name: John Little

Position: Chair (on behalf of the Reeth & District Memorial Hall Committee)

Date: June 2019

## 1. Organisation of Health and Safety

Reeth & District Memorial Hall Committee has overall responsibility for the Health and Safety provision of the hall and takes responsibility for the implementation of the forementioned policy.

It is the responsibility of the **hirer** to comply with the terms and conditions of the hire agreement. It is also the responsibility of the **hirer** to convey health and safety information, especially regarding fire safety and escape routes, to public visitors using the hall.

It is the duty of all **hall users** to comply with the current protection regulations regarding the well being of children, disabled and other vulnerable members of society.

Should any users of the hall observe a fault, damage or any other situation which might cause injury and cannot be immediately rectified they should contact either the - Caretaker, Chair or Booking Secretary as soon as practically possible.

The following people have specific responsibility for:

First aid box and accident reporting.	Chair or deputy
Fire precautions and checks.	Chair or deputy
Risk assessment and inspections.	Chair or deputy
Information to contractors.	Chair or deputy
Information to hirers.	Booking Secretary
Insurance	Treasurer
Caretaker	Mrs J.Sunter.

A plan of the hall is attached and shows location of emergency exits, fire extinguishers and utility service points.

### Contact Details.

Chair	Mr John Little	01748 884759
Vice Chair	Mr Graham White	01748 884821
Booking Secretary	Ms Kathy Browne	0779 5444569
Treasurer	Mr Glen Steward	01748 884989
Caretaker	Mrs Jenny Sunter	Greystones, Arkengarthdale Rd.- 01748 884182

## 2. Arrangements and Procedures.

### 2.1 Licence

The hall has '*TheMusicLicense*' for playing live and recorded music.

The hall is licensed (Richmondshire District Council) for the sale and consumption of alcohol. **Hirers** must comply with its specific regulation regarding licencing times and display of safeguarding notices.

### 2.2 Fire precautions and checks

A Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 is current and will be regularly updated upon the advice of the local fire authority.

A plan of the hall is attached showing positions of fire exits and fire safety equipment.

### 2.3 In case of accidents

For minor accidents, a first-aid box and accident book are situated in the kitchen. Please record all accidents and also near misses however minor.

For major accidents, incidents or trauma please telephone the relevant emergency services immediately and inform the **chair of the management committee** as soon as practically possible, so that he may complete a RIDDOR form if felt necessary.

<https://notifications.hse.gov.uk/riddorforms/injury>

### 2.4 Health and Safety Policy

A risk assessment is carried out annually and this Health and Safety policy updated, if required. 'Portable Appliance Testing' (PAT) and 'Fire Equipment' checks are carried out annually.

### 2.4 Insurance

Building and Public Liability Insurance is provided by :  
Renewal Date:

'Insure Your Village Hall'  
20/05/2020