

Hampsthwaite Memorial Hall
Hollins Lane
Hampsthwaite, HG3 2EJ
Reg Charity No. 523703
H.B.C. Licence No. WK/050606862



Bookings:

Email: Bookings@hampsthwaite.org.uk
Web: www.hampsthwaite.org.uk/memorialhall/

Hampsthwaite Memorial Hall Management Committee

Health and Safety Policy for Hampsthwaite Memorial Hall

For the purposes of these procedures:

- **Management Committee** comprises 'Representatives' from village groups and societies, 'Public Members' elected annually as described in the Memorial Hall Constitution which arises from the [Conveyance of 1953](#)
- **Committee Officers are:** Chair, Vice-Chair, Treasurer, Booking Secretary
- **Management Sub-Group comprises** Committee Officers together with other Committee Members as nominated and appointed annually at the AGM.

The Memorial Hall Management Committee is ultimately responsible for the Health and Safety Policy. The Policy will be reviewed annually.

The Booking Secretary is responsible to the Management Committee for implementing the Health and Safety Policy within the Hall environment.

1. Committee Responsibilities

- 1.1. The Management Committee recognises its duty to staff, users of the Hall, volunteers and others who may be affected by its activities, and aims to protect them from risks to their health and safety as far as is reasonably practicable.
- 1.2. The above will be achieved by ensuring that all Hirers:
 - 1.2.1. identify and assess risks to which people in their activity are likely to be exposed
 - 1.2.2. introduce specific measures as appropriate to minimise these risks
 - 1.2.3. adopt safe practices
 - 1.2.4. maintain systems effectively to implement, monitor, review and improve health and safety on an on-going basis
 - 1.2.5. receive instruction and training as required
 - 1.2.6. ensure that appropriate Public Liability insurance cover is in place

2. Volunteers, Hirers and Users Responsibilities

- 2.1. Every user of the building has a responsibility to take reasonable care for the health and safety of him/herself and any other person who may be affected by his/her acts or omissions. All users of the building should co-operate with the Management Committee in efforts to comply with statutory requirements in the field of health and safety.
- 2.2. In particular, all users should:
 - 2.2.1. act safely and efficiently
 - 2.2.2. use any equipment provided according to instructions
 - 2.2.3. report and record all incidents on the premises that have or may lead to injury or damage
 - 2.2.4. make suggestions to improve health and safety in the Hall
 - 2.2.5. ensure agreed measures are introduced to reduce or manage identified health and safety risks.

3. General Arrangements

3.1. Accidents

- 3.1.1. The first aid box is located in the Kitchen
- 3.1.2. The person with responsibility for maintaining the first aid boxes is the Bookings Secretary
- 3.1.3. The person responsible for reporting incidents is the Hirer.
- 3.1.4. An accident/incident record file is located in the Kitchen

3.2. Fire Safety

- 3.2.1. The Bookings Secretary is responsible for ensuring the installation and maintenance of fire extinguishers and the clear marking of escape routes. Fire extinguishers will be maintained once a year. The Bookings Secretary will ensure all hirers know how to use the fire extinguishers and when to use them.
- 3.2.2. Hirers should ensure that a record of who is in the building at any given time is known. All users should be made familiar with fire exits and fire extinguishers.
- 3.2.3. The fire routine is as follows: on discovery of a fire the person concerned must raise the alarm and ensure that everyone evacuates the premises.
- 3.2.4. There is a no smoking policy for all rooms on the premises.

3.3. Hirers

- 3.3.1. The Management Committee will ensure that, so far as is reasonably practicable, people who enter the premises will not be exposed to any health or safety hazard. Key holders will be instructed on the procedure for locking the premises and ensuring all appliances etc. are switched off. They will be informed of the No Smoking Policy. This is the responsibility of the Booking Secretary arranging the use.

3.4. Hazards

- 3.4.1. A Risk Assessment should be completed for all potential hazards and reviewed annually.
- 3.4.2. A Risk Assessment Record must be completed for all Events, Projects, Activities or Tasks which are likely to generate a Risk Rating of 4 or more (see Risk Assessment Policy)
- 3.4.3. A Residual Risk Level (RR) of 4 will require constant supervision and if 5 the Event, Project, Activity or Task should not proceed.

3.5. Electrical Appliances

- 3.5.1. A reporting schedule for maintenance of portable electrical appliances will be undertaken by the Bookings Secretary.
- 3.5.2. This will meet current H&SE requirements.
- 3.5.3. If an appliance is found to be faulty, the appliance should be labelled immediately, taken out of use and the fault reported to the Bookings Secretary.

3.6. House-keeping and premises

- 3.6.1. Risk Assessments will be carried out on the premises and will include potential hazards such as trailing cables, loose carpeting, lighting, use of equipment and hand-tools, storage, waste disposal etc.

4. Related Policies:

- Risk Assessment
- Risk Assessment Record
- Accident Report Record
- Internet Safety Policy
- Safeguarding Policy

Policy as agreed by Memorial Hall Management Committee on ____ See Minutes ____ (Date)

Signed on behalf of the Management Committee _____ Chair _____

Policy to be reviewed on _____ Annually _____ (Date)