

BISHOP WILTON VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Worsendale Road, Bishop Wilton, YO42 1ST

Reg Charity No. 1050047

Telephone number: 01759 368813

Health and Safety Policy (as from June 2019)

The trustees of **Bishop Wilton Village Hall & P.F.A.** recognise its duty to ensure the safety of the people using the Hall and facilities. This policy clarifies the procedures and areas of responsibility necessary to ensure the health and safety of users.

Monitoring of Health and Safety

It is the duty of all hirers, users, and visitors to not only take care of themselves but of others who may be affected by their activities, and to co-operate with the trustees in keeping the premises, including the grounds, safe and fit for purpose.

Should anyone using the Hall be aware of a fault, damage, or other situation which may affect the well-being of a hirer or other user please inform a trustee, as soon as possible, so that the problem can be dealt with and injury or harm avoided.

Mitigation of Risk

To mitigate risk, the trustees take the following steps:

- To regularly discuss and report on Health and Safety issues at meetings
- To carry out a review of the Hall Risk Assessment at least annually, or more frequently if necessary

- Ensure that there is a copy of the current Health and Safety Policy published on the Hall website.

Hazardous substances/materials that must **NOT** be used in the Hall or grounds are:

- Flammable liquids
- Naked flames, including candles and fireworks.

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking is not permitted inside the Hall
- Storage of combustible material near a source of ignition is forbidden
- Emergency exits and access to them must **ALWAYS** be kept clear and unlocked
- Appropriate and regularly maintained Fire Fighting Equipment to be provided
- The use of inflatable play equipment is **NOT** permitted.

Children

ALL minors under the age of 18 must **ALWAYS** be accompanied and supervised by a responsible adult.

Electrical Safety

The following must be adhered to:

- Electrical appliances must **NOT** be left unsupervised when in operation and turned off and unplugged when not in use
- Plug sockets must not be overloaded
- Should users/hirers want to bring electrical appliances onto the premises they must make a trustee aware of this in advance – preferably at the time of booking
- Electrical equipment showing signs of damage, exposure of components, water damage etc must **NOT** be touched or operated and reported **IMMEDIATELY**

- Trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility 'hazard' tape or secured in appropriate 'housing'.

Heating

The Hall is heated through a ground-source supply. Should users suspect a malfunction, this should be reported **ONLY**. Users must not allow children to adjust the heating, at any time.

Housekeeping

The Hall is cleaned and safety-checked on a regular basis. However, every user has a responsibility to ensure that the Hall is left clean and tidy.

All users should use the appropriate rubbish and recycling bins. Any major spillage, damage or accident should be reported **IMMEDIATELY** on:

01759 368813

Food, drink, bottles, and perishable items must be taken away at the end of each hire.

The grounds outside and frontage of the Hall must be kept clear of litter.

Noise

Users should be considerate and keep noise levels to a minimum. Playing any form of music, whether live or recorded, must be kept to acceptable levels.

The Hall is licenced to provide regulated entertainment between 08.00 – 23.00 Monday to Saturday (inclusive) and 08.00 – 22.30 on Sundays unless otherwise authorised. Users should also be considerate when leaving the Hall.

Parking

Any vehicles parked in the Hall's Car Park are done so solely at the users' risk and discretion. Driveways should neither be obstructed, nor the road blocked by vehicles at any time.

Fire Evacuation Procedures

IN CASE OF FIRE

The hirer is deemed the 'Responsible Person' and is designated the person in charge of the Hall during the period of hire.

The Responsible Person is strongly advised to record the name of each person attending the event (see step 1. Roll Call).

- 1. In the event of a fire**, the Responsible Person shall instruct all persons to leave the building using the nearest available Emergency Exit, and to congregate together, as soon as possible, in the Hall's Car Park. A Roll Call shall be taken.
- 2. No matter how small the fire, THE FIRE BRIGADE MUST BE CALLED ON 999**, giving the address: Bishop Wilton Village Hall, Worsendale Road, Bishop Wilton, East Yorkshire YO42 1ST
- 3. The Responsible Person shall ensure** that once the Hall is vacated, members of the public **DO NOT** enter the building under any circumstances
- 4. On the arrival of the Fire Brigade**, the Responsible Person shall inform the Officer in Charge that a Roll Call has been taken and all persons are safe/there are missing persons
- 5. Attempts to extinguish any fire** with the Fire Fighting Equipment within the Hall should only be attempted **IF IT IS CONSIDERED SAFE TO DO SO**
- 6. Immediately these procedures** have been carried out, the Responsible Person **MUST** inform the trustees.

Accident Reporting Procedure

The following **MUST** be recorded in the Accident Book located in the Kitchen (inside cupboard marked 'First Aid'), and reported:

- **A death or injury**
- **A dangerous occurrence**
- **Any injury that results in a member of the public having to be taken to hospital**

A defibrillator is located at the front of the Hall. The cabinet

Code is: C0147X

IN THE EVENT OF AN EMERGENCY THE NEAREST HOSPITAL IS:

York Hospital

Wigginton Road

York YO31 8HE

Website: <http://www.york.nhs.uk>

Tel: **01904 631313**

Insurance

A copy of the Certificate of Insurance is displayed on the Notice Board inside the Hall.