



## **Bishop Middleham Village Hall – Health & Safety Policy**

Bishop Middleham Village Hall is a CIO registered with the Charity Commission. RCN 1174380

### **Part 1 - General Statement of Policy**

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and procedures for Committee members, employees, hirers, users and other visitors.
- b) Keep the Village Hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Committee members, employees, hirers, users and other visitors.

It is the intention of the Committee to comply with all relevant 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. To this end, the Committee will encourage its members, employees, hirers, users and other visitors to engage in the observance of safe working and other practices.

Hirers, users and other 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 Room Hire Terms and Conditions and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

### **Part 2: Organisation of Health and Safety**

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the Hall come across a fault, damage or other situation that might cause injury and cannot be rectified immediately they should inform the Caretaker as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Caretaker informed as soon as possible.

### **Part 3: Arrangements and Procedures**

#### **3.1 Licence**

The Hall is licensed for music, singing and dancing by Durham County Council. The sale of alcohol would require a Temporary Event Notice.

### **3.2 Fire Precautions and Checks**

The Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

## **FIRE PROCEDURE when hiring the Hall**

- The person in charge of the Hall must be aware of the location of emergency exits
- In the event of a fire the person in charge of the Hall must first instruct all persons to leave the building using the nearest available exits CALL THE FIRE BRIGADE on 999

The address of the Hall is **FRONT STREET, Bishop Middleham, DL17 9AJ**

- Once the Hall has been evacuated members of the public should not re-enter the building until they are told that it is safe to do so
- When the fire brigade arrives the person in charge should report to the Fire Officer in Charge about the safety of the people who were in the building
- Do not attempt to extinguish an outbreak of fire using the appliances provided unless you are familiar with how to operate them and it is safe to do so

### **3.3 Checking of Equipment, Fittings and Services**

- *Weekly*: Door mats and stops, clocks, toilets, water heaters, stage, accident book, fridges, outside lights, emergency lighting, fire doors, all lights and water boiler.
- *Monthly*: First Aid Box, ladders and steps, locks and sockets.
- *Yearly*: Fire extinguishers and gas boiler.

### **3.4 Procedure in case of accidents**

The First Aid Box and the accident book are located in the kitchen cupboard above the hatch. An accident form must be completed whenever an accident occurs. Any accident must be reported to the Caretaker.

The person responsible for keeping the first aid box up to date is the Caretaker.

### **3.5 Safety Rules**

- All hirers will be expected to read and agree to the Room Hire Terms and Conditions.
- Fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed.
- Hall users prior to any session, activity or event must carry out a Risk Assessment.

**This policy will be reviewed every 3 years.**