

RISTON VILLAGE HALL HEALTH & SAFETY POLICY – Riston Parish Council.

Part 1 - General Statement of Policy

This document is the Health & Safety Policy of Riston Parish Council for Long Riston Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, Committee members and hirers.
- b) Keep the Village Hall and equipment in a safe condition for all users; and
- c) To provide all such training and information necessary.

We also accept responsibility for other people who may be affected by our activities including all users of the Hall and contractors who may work there.

It is the intention of Riston Parish Council to comply with all Health & Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger or loss arising from its activities and operations.

Riston Parish Council considers the promotion of the Health & Safety of its employees at work and those who use its premises or may be affected by its activities and operations to be of great importance. Riston Parish Council recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, Committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee and to exercise self-discipline and accept responsibility to do everything they can to prevent injury to themselves or others.

Signed on behalf of Riston Parish Council

Part 2 - Fire Precautions, Checks and Procedure

A copy of the Fire Risk Assessment is attached/ can be found in the filing cabinet in the storage room.

Person with responsibility for testing of fire safety equipment:

Fire Service contact name: Molton Way Northampton, NN3 6XJ

Fire Service contact telephone no: 01604 797000

Company hired to check, maintain and service fire safety equipment:

Fire Protection Services

Unit 11 Enterprise Way

Becky View Road

Off Grovehill Road

Beverley

HU17 0JT

Work Carried out – Service of Fire Alarm, full test and inspection of emergency lighting.

Part 3- Safety Rules

Copies of all Health and Safety Risk Assessments are attached/ can be found attached to the pin board in the entrance hall.

3.1- Hirers and visitors

All hirers will be expected to read the whole of the Booking conditions and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information on the location of the First Aid Kit, Accident Book and Health and Safety File.

As with employees, hirers and 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 Booking Conditions and safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Parish Council has carried out risk assessments. The following practices must be followed in order to minimise risks:

- All emergency exit doors must be clear and unlocked throughout the hiring;
- Electrical equipment must not be operated or touched where there are signs of damage;
- Steps or ladders must not be used unless properly secured and another person present;
- Portable electrical or gas appliances must not be left operating while unattended;
- Portable electrical items which have not been PAT tested must not be brought onto the premises;
- No attempt must be made to move heavy or bulky items- trolleys must be used;
- Chairs must not be stacked more than 5 high;

- No attempt should be made to carry or tip a water boiler when it contains hot water- it must first be left to cool;
- Children must not be allowed into the kitchen except under close supervision (eg for supervised cookery lessons or, for older children, supervised serving of food at functions). Overcrowding should be avoided and running should not be allowed;
- Suitable protective clothing must be worn when handling cleaning materials;
- In order to guard against slipping hazards, all spills must be mopped immediately, particularly on stairs or polished floors;
- In order to guard against tripping hazards, items such as buggies, umbrellas etc must not be left in halls, and especially not in corridors;
- Adequate lighting must be used to avoid tripping in poorly lit areas;
- Any evidence of damage or faults to equipment or the building's facilities must be reported to the Booking Secretary;
- Every accident must be recorded in the Accident Book and also reported to the Booking Secretary.
- Equipment must not be stored in front of the fuse box in the Storage room.
- Wheelie Bins must be kept a minimum of 2m away from the perimeter of the building.

3.2- Contractors

The Clerk will always check with the contractors (including self-employed persons) before they start to work that:

- The contract is clear and understood by both the contractors and the Parish Council.
- The contractors are competent to carry out the work, eg have appropriate qualifications, references, experience;
- Contractors have adequate Public Liability insurance cover;
- Contractors have seen the Health & Safety File and are aware of any hazards which might arise (eg electricity cables or gas pipes);
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present);
- Contractors have their own Health and Safety Policy for their staff;
- The contractor knows which member of the Committee is responsible for overseeing that their work is as asked and to a satisfactory standard;
- Any alterations or additions to the electrical installations or equipment must conform to the current Regulations of the Institute of Electrical Engineers.

Part 4- Procedure in case of accidents

4.1- Assistance

The location of the nearest hospital A&E/Casualty Dept is Hull Royal Infirmary, Hull.

The location and telephone number for the nearest doctor's surgery is Leven Practice, Leven. 01964 542155

4.2- First Aid

The First Aid Box is located in the kitchen.

The person responsible for keeping this up to date is the Caretaker

4.3- Accident reporting

The Accident Book is kept in the leaflet rack in the First Aid Box in the Kitchen. This must be completed whenever an accident occurs.

Any accident must be reported to the Caretaker and Clerk.

The person responsible for completing the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is the Caretaker.

The following major incidents or injuries must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Any penetrating injury to the eye (including chemical);
- Injury from electric shock/ burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin;
- Acute illness requiring medical attention, which may have resulted from a biological agent or its toxins or infected material.

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Part 5- Insurance

You will find our insurance certificate displayed on the notice board in the entrance Hall of the Village Hall.

Part 6- Review of Health and safety Policy

Riston Parish Council will review this Policy annually. The next review is due June 2025

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