



## The Hindmarsh Hall

### Health and Safety Policy

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#### **Introduction**

The Hindmarsh Hall Trustees (the Management Committee) have drawn up this policy to set out procedures and areas of responsibility to ensure, insofar as it can, the health and safety of users of the Hindmarsh Hall.

The trustees are responsible for running the Hindmarsh Hall and recognise their duty to ensure the safety of people using it.

#### **Monitoring of Health and Safety**

It is the duty of all hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises, including the grounds, safe and fit for purpose.

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

Where equipment is damaged, that damage should be reported to the Management Committee.

#### **Mitigation of Risk**

To mitigate risk, the Management Committee take the following steps:

- To review risk regularly and discuss and report on Health and Safety at every meeting
- To carry out a full Hall Risk Assessment as necessary.
- Ensure that there is a copy of the current Health and Safety Policy and a copy of the Conditions of Hire which contain many health and safety aspects, are published on the website [www.hindmarshhall.com](http://www.hindmarshhall.com) with hard copies on the main hall noticeboard.

Hazardous substances/materials that must not be used in the Hindmarsh Hall are:

- Flammable liquids
- Naked flames including candles and fireworks (Tea lights may be used in high sided glass containers)

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

- Smoking is forbidden inside the Hall
- Storage of combustible material near a source of ignition is not permitted
- Emergency exits and routes to them must be kept clear/unlocked at all time
- Appropriate Fire Fighting Equipment to be provided and to be maintained and checked annually.
- Fire and safety equipment must not be misused or removed from its dedicated location.

### **Children**

Minors under the age of 16 must be accompanied and supervised by a responsible adult at all times.

### **Electrical safety**

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation
- Plug sockets must not be overloaded.
- Should users/hirers want to bring electrical appliances onto the premises they must make the booking secretary aware of this in advance. The hirers are responsible for ensuring that the appliances meet safety standards and show a current PAT test certificate
- All electrical equipment showing signs of damage, exposure of components, water damage and so on must not be touched or operated and must be removed by the Management Committee for immediate repair.
- Users have a responsibility to ensure that all electrical appliances and all lights are turned off and where possible unplugged when leaving the Hall.
- Trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility "hazard" tape.

### **Heating and ventilation**

The Hindmarsh Hall has central heating which is controlled remotely. Clear instructions on use are available in the hall. Should users suspect any malfunction the Management Committee should be informed immediately.

Users must not adjust the radiator valves at any time.

Hirers must not allow children to alter the wall mounted heating controls at any time.

**Ventilation in the main hall** – this is set remotely. The fire doors and the main access door to the main hall must be kept closed at all times otherwise the ventilation will not work.

### **The Lift**

Children are not allowed in the lift unless accompanied by an adult. Children are not to be left unattended to use the lift themselves.

Clear instructions are displayed in the lift.

In the event of breakdown the instructions are in the landing cupboard and displayed outside the lift (upstairs and downstairs)

### **Cleaning**

The Hindmarsh 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. Brushes and floor mops and a Hoover are available for hirer use.

All users must use the rubbish bins and recycling bins provided. Any major spillage, damage or accident should be reported to the Management Committee immediately after the event

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

### **Kitchen**

There are instructions for turning the gas on and off for cooking. You are responsible for turning the gas on and off while you are there.

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

### **Noise**

As the Hindmarsh Hall is situated in a residential area, users should be considerate and keep noise levels to a minimum.

Playing any form of music, whether live or recorded, must be kept to an acceptable level and must cease at 11.00pm unless otherwise authorised by the Committee.

Users should also be considerate of our neighbours when leaving the Hall.

### **Parking**

Parking is available in the village and at the beach car park. Do not obstruct driveways or block the road.

There is an area in front of the hall which can be used for drop off only.

## **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.

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 muster together as soon as possible at the front of the Hindmarsh Hall.

2. No matter how small the fire, THE FIRE BRIGADE MUST BE CALLED ON 999 giving the address: Hindmarsh Hall, 1 Northumberland Street, Alnmouth NE66 2RS

The Responsible person must then contact the Management Committee

3. The Responsible Person shall ensure that once the Hall is vacated, members of the public do not re-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 the outbreak of the fire with the fire-fighting equipment within the Hall should only be attempted if it is considered safe to do so.

## **Accident Reporting Procedure**

First aid boxes are located in the kitchen on the shelf to the left of the door and up in the main hall at the end of the work bench.

The following must be reported to the Management Committee and an Accident Report Form (in pink folder in the kitchen on the shelf to the left of the door) must be duly completed:

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

In the event of an emergency, the nearest hospital is:

### **Northumbria Specialist Emergency Care Hospital**

#### **Cramlington**

**0344 811 8111**

Our postcode is: NE66 2RS

## **Insurance**

- A copy of the Certificate of Employers Liability and Public Liability Insurance is displayed on the Notice Board inside the Hall.
- All contractors must have adequate Public Liability insurance cover.
- All contractors must have their own Health and Safety policy for their staff
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**August 2022**

**Review: August 2023**