

**MAULDS MEABURN VILLAGE INSTITUTE**  
**HEALTH AND SAFETY POLICY**

**Introduction**

It is the intention of the management committee of Maulds Meaburn Village Institute (MMVI) to comply with all Health and Safety legislation and to act positively, where they can reasonably do so, to prevent injury, ill health or any danger arising from use of its facilities. Individuals and groups who use MMVI facilities play a key role in maintaining a healthy and safe environment by operating in a way which is compliant with the principles set out in this policy and appendices.

**Principles**

1. The management committee aim to maintain the equipment in MMVI in a safe condition for all users and ensure, where required by regulatory standards, that equipment is tested on a regular basis.
2. The management committee will conduct risk assessments which address the normal use of MMVI. Wherever practical potential hazards will be reduced and, if possible, eliminated.
3. The management committee will provide support and information to hirers of MMVI to enable them to comply with the principles set out in this policy. This includes being issued by the Booking Secretary with a copy of the **Hirer's Responsibilities** checklist (appendix A to this policy) and, if relevant, the **Children and Vulnerable Adults Policy**.
4. The management committee will provide a first aid kit to be used to treat minor injuries and an accident book for hirers of MMVI to record incidents resulting in harm to users. The committee will report any incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
5. The management committee will ensure the safe control of all work carried out by external contractors as laid out in the **Organisation of Work by Contractors** document (appendix B to this policy).
6. The management committee will maintain an up to date **risk assessment record** (appendix C to this policy). The risk assessment and this policy will be reviewed annually.

**Signed (for and on behalf of the Management Committee):**

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

## APPENDIX A: HEALTH AND SAFETY POLICY: HIRER'S RESPONSIBILITIES

1. Hirers must comply with all conditions of hire, as set out in the Hiring Agreement and MMVI policies and ensure that their organisation/party conducts its activities in line with such conditions –particularly in respect of compliance with all safety requirements and safety notices.
2. Hirers must accept the responsibility of doing everything they can to prevent injury or ill health to themselves and others. Whilst the management committee have overall responsibility for health and safety in the Institute, the hirer, or their representative, is responsible for the health and safety of the users during their use of MMVI.
3. Hirers must ensure the hall capacity is not exceeded. Maximum numbers are (i) Unseated Dancing – 200 (ii) Functions utilising seating at tables – 120 (iii) Purposes combining both – 150 and (iv) closely seated audience – 120.
4. Hirers must be aware of (i) fire precautions and safety exits and (ii) the need to keep all Fire Exits clear of obstruction both internally and externally. Hirers must designate a responsible person for each event who will make all users aware of the evacuation procedure. This is to leave the hall by the nearest Fire Exit Door and assemble at the Fire Assembly Point located by the bus shelter. Note that in the event of a power failure the Emergency Lighting System will automatically be triggered to illuminate the exit routes. In the event of an outbreak of fire, however slight, the building must be evacuated immediately – fire extinguishers are provided at all exits. If it is safe to do so doors and windows should be closed to reduce the spread of fire. The fire service should then be called. Note there is no mobile phone signal in the village. There is a public telephone next to the bus shelter.
5. Hirers are responsible for ensuring the safety of equipment that they bring into the hall. Portable electrical appliances must not be left unattended.
6. Hirers must ensure that smoking is not allowed anywhere in the Village Institute building or on the Front Veranda. A designated area is signposted at the rear of the building. Hirers need to ensure that this area is safe and clean upon departure.
7. The Accident Book and forms are kept on file in the kitchen, on the shelf to the left of the refrigerator. This file must be completed whenever an accident occurs. The hirer must report all accidents involving injury to the Booking Secretary or other member of the management committee. A First Aid box is located on the top of the refrigerator in the kitchen. Users should advise a member of the committee if any items have been used so they can be replaced.
8. Hirers must ensure that gas heaters, highly flammable substances or pyrotechnics are not brought into or used in any part of the premises.
9. Hirers must seek the consent of the Management Committee before erecting any internal decorations that may contain combustible materials, and ensuring that any allowed decorations are not placed near light fittings or heaters. No decorations are permitted above the curtain rails.
10. Hirers must inform the Bookings Secretary as soon as possible if anyone using the Institute comes across any questionable defect or damage to equipment or other facilities, so that the management committee can take remedial action. Where equipment is damaged an 'Out of Use' notice should be placed on it, warning that it is not to be used.
11. Hirers should be aware of the separate "CHILDREN AND VULNERABLE ADULTS POLICY" if applicable.
12. Any hirer intending to use the kitchen facilities (beyond the provision of hot drinks and cold snacks) should seek additional guidance from the Booking Secretary or a member of the management committee on correct use of appliances. Care must be taken when preparing and using boiling water and hirers must remove all rubbish at the end of their booking. The kitchen, including crockery and utensils should be left in a hygienic state. Any spillages should be mopped up immediately to prevent slips and falls. Cleaning equipment is provided in the cupboard adjacent to the bar area. Note that children under the age of 10 and pets are not allowed in the kitchen.
13. MMVI has store cupboards for tables and chairs and games equipment. Care must be taken when moving furniture and equipment in and out of the cupboards and all items must be stored in a way which avoids accidents from over stacking.
14. The electrical equipment in MMVI is regularly tested. No electrical equipment is to be left in the institute so that other user groups could mistake it for equipment provided as part of the booking. Any hirers needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards.
15. At the end of each session hirers must (i) ensure all electrical appliances are turned off including water heaters and cookers (ii) close internal doors (iii) search for smouldering fire, clear waste paper and empty bins (iv) turn out all lights (v) take all rubbish and recycling away (vi) secure all windows and external doors.

## **APPENDIX B: HEALTH AND SAFETY POLICY: ORGANISATION OF WORK BY CONTRACTORS**

The management committee of MMVI will organise work with Contractors, including self-employed persons, according to the following principles:

1. All contracts will be awarded on the basis of quality and value for money and will be approved by the management committee. In circumstances where very minor work is required, there will be no remuneration for labour and the cost of any materials required is negligible, approval by the full management committee may not be required. The management committee must, however, be informed at its next meeting that this work has taken place.
2. The contract will specify the work to be completed and will be agreed between the management committee and the contractor. In practice the management committee may delegate this responsibility to one of its members, however the agreement will be on behalf of the committee. It is expected that this agreement will be in writing unless there are exceptional circumstances.
3. The management committee will require that Contractors (i) have appropriate qualifications, references and experience (ii) meet statutory obligations with regard to Health and Safety legislation and (iii) where appropriate, due to the nature of the work, have adequate Public Liability Insurance cover.
4. The management committee will require that before any work additional to the pre-agreed schedule of work is undertaken, the Contractor must supply a written quotation for the additional work required including additional costs involved. This increase must be approved by the management committee before the work is authorised.
5. All Contractors contracted to work on MMVI premises must operate a safe system of work and, if requested, must produce a method statement.
6. Contractors may not work alone on ladders at height above 2 metres and must comply with Health and Safety Executive (HSE) guidance on safe use of ladders and stepladders.
7. The management committee will ensure that each Contractor knows which member of the committee is responsible for liaising with them and ensuring that their work is as specified in the original agreement.
8. Contractors must ensure that any alterations or additions to the electrical installations or equipment must be compliant with the relevant part of the building regulations and any applicable British standards.

**APPENDIX C: HEALTH AND SAFETY POLICY: RISK ASSESSMENT JULY 2013**

| Hazard                 | Risk  | Action  | Monitoring arrangements / Responsibility  |
|------------------------|---|---|---|
| Slips, trips and falls | Users of MMVI facilities may suffer injuries such as fractures or bruising if they slip on spillages or trip over objects   | <p>Hirer's responsibilities include requirement to mop up spillages immediately and cleaning materials are provided</p> <p>Carpet at main entrance and canopy cover should prevent rain water being carried in to the hallway</p> <p>Hirer's responsibilities provides guidance for the safe use of electrical leads/cables</p>   | <p>Management committee to review the accident book on a quarterly basis to monitor whether incidents associated with slips, trips and falls are occurring. (Secretary)</p> <p>Booking secretary or any member of management committee who has been informed of an incident of this nature to report to the next meeting of the committee. (Booking Secretary / All Trustees)</p>   |
| Work at height         | <p>Members of the management committee , hirers of the institute and members of the community may be involved in putting up decorations etc.</p> <p>The light bulbs in wall fittings cannot be accessed by stepladder. A ladder or other access equipment will be required to change light bulbs</p> <p>Contractors may be required to work at height</p> | <p>There is an appropriate stepladder available for use. HSE guidance on safe use of ladders and stepladders should be available for all users.</p> <p>Individuals willing to change light bulbs should ensure they are aware of the HSE guidance and must not work alone. A minimum of 2 people must carry out this task.</p> <p>Organisation of work by contractors points 5 and 6 specify requirements for safe systems of work.</p> | <p>Copy of HSE guidance to be available in red file in kitchen for those who may use ladders or stepladders (Premises group). Booking secretary to ensure any hirer intending to decorate the hall is aware of point 9 of the hirer's responsibilities and knows where to access the HSE guidance. (Booking Secretary)</p> <p>Management committee members who are aware of individuals willing to change light bulbs and those with responsibility for liaising with contractors to ensure they are made aware of the requirement to operate safe systems of work. (All Trustees adopting this role)</p> |
| Hazardous substances   | Users of MMVI facilities or others involved in cleaning the premises may risk skin or breathing problems from direct contact with cleaning materials  | <p>Whenever possible non irritant cleaning products to be used.</p> <p>Mops, brushes and rubber gloves to be provided.</p> <p>When using the dishwasher fluid and on any other occasion where irritant cleaning materials are used users to be reminded to follow the instructions on the label and keep products in the original container.</p>  | <p>Management committee member with responsibility for purchasing cleaning materials to ensure non irritant products purchased wherever possible. (All Trustees adopting this role)</p> <p>Management committee members involved in replacing dishwasher liquid or organising specific cleaning to ensure users aware of safe practice. (All Trustees adopting this role)</p>   |
| Electricity            | Users of MMVI risk electric shocks or burns from faulty   | Fixed installations and all repairs to be carried out by  | Management committee to ensure electrical installations   |

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|                  | equipment or installation.   | appropriately qualified personnel.<br><br>Point 10 of hirer's responsibilities identifies need for reporting of any damage or fault and place of out of use notice.  | and equipment are maintained in a safe condition and periodic tests are carried out and recorded when required. Management committee to ensure all contracts requiring work on electrical installations or equipment are issued to appropriately qualified personnel (All Trustees)<br><br>Bookings secretary to report any issues raised by hirers to either the next meeting of management committee or earlier if immediate action is required. (Bookings Secretary) |
| Fire             | Users of MMVI risk injury from smoke inhalation or burns.  | Fire exits clearly marked in all rooms and fire assembly point marked on bus shelter.<br><br>Point 4 of hirer's responsibilities clearly identifies actions to be taken by all hirers regarding fire safety precautions.<br><br>Fire alarm system to be serviced six monthly.<br><br>Fire alarm to be tested weekly and emergency lighting to be tested monthly  | Booking Secretary to ensure all hirers aware of their responsibilities (Booking Secretary)<br><br>Fire system to be serviced every 6 months and recorded in red file in kitchen (Chair and Licenses and Policy group)<br><br>Weekly and monthly tests to be conducted and recorded in log book (All Trustees adopting this role)  |
| Stored equipment | Users of MMVI may suffer injury from lifting or moving games equipment, pieces of staging, tables and chairs and other items of equipment stored in cupboards. | Point 13 of hirer's responsibilities identifies the need for hirers to take care when moving equipment out of cupboards<br><br>Regular users of the premises are aware of the stacking arrangements for chairs and the necessity to release the safety bar and slide rather than lift tables from the rack.<br><br>Members of the local community are aware of the need to take care when extending the stage to ensure fingers do not get trapped when fitting sections together.<br><br>A trolley is available for moving bar stock and staging. | Booking Secretary to ensure all hirers are aware of their responsibilities (Booking Secretary)<br><br>Management Committee to review the accident book on a quarterly basis to monitor whether incidents associated with moving and handling equipment and/or items of furniture, staging or bar stock are occurring. (Secretary)   |