

**Pattishall Parish Hall Association**  
School Rd, Astcote, Northants. NN12 8NN  
Charity Number 278360

**Health and Safety Policy**

**Part 1 - General Statement of Policy**

This document is the Health & Safety Policy of Pattishall Parish Hall Association

Our policy is to:

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

It is the intention of Pattishall Parish Hall Management Committee 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.

Pattishall Parish Hall Management Committee considers the promotion of the Health & Safety of its hirers and employees at work and those who use its premises or may be affected by its activities and operations to be of great importance. The Management Committee 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 hirers, Committee members and employees 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 the Management Committee and Trustees:

Name: .....

Position: .....

Date: .....

## **Part 2 - Organisation of Health & Safety**

### **Responsibilities**

The Pattishall Parish Hall Management Committee has overall responsibility for Health & Safety at Pattishall Parish Hall.

It is the duty of all hirers, employees, visitors and contractors to take care of themselves and others who may be affected by their activities and to co-operate with management in keeping the premises and its grounds safe and healthy.

Should any hirers, employees, visitors or contractors come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, then the Bookings Officer should be informed as soon as possible in order that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and if possible moved to a safe area.

The following persons have responsibility for specific items:

Information to hirers - Bookings Officer - Suzanne Raper. Contact information on hall notice board.

Risk Assessment Inspections - Iris Illingworth

Reviewing Health & Safety Policy Iris Illingworth 01327 830829

## **Part 3 - Arrangement and Procedures**

### **3.1 - Licence**

The Parish Hall has a Premises Licence authorising the following regulated entertainment:

1. Performance of plays
2. Films
3. Live and recorded music
4. Dancing

**For the sale of alcohol a Temporary Event Notice must be obtained from South Northants Council by the hirer. This must be shown to the Booking Officer before a booking can be confirmed.**

### **3.2- Fire Precautions, Checks and Procedure**

A copy of the Fire Risk Assessment can be found in the Parish Hall Records.

Company hired to check, maintain and service fire safety equipment:  
Chubb, Unit 3, Brandon Court, Progress Way, Coventry.

The fire safety equipment is checked annually.  
The electrical installation is checked every 5 years

## **Part 4- Safety Rules**

Copies of all Health and Safety Risk Assessments can be found in the Parish Hall Records and with the Management committee.

### **4.1- Hirers and visitors**

All hirers will be expected to read the whole of the Hiring Agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information by the Booking Officer about safety procedures at the Hall which they will be expected to follow. The Accident Book is located in the First Aid cupboard in the kitchen.

Hirers, contractors, employees 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 Hiring Agreement and safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Committee 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;
- No attempt must be made to move heavy or bulky items- trolleys must be used;
- Chairs must be stacked safely
- 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 Officer
- Every accident must be recorded in the Accident Book and also reported to the Booking Officer.

#### **4.2- Contractors**

The Management committee 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 Committee;
- 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.