



Lyng and District Community Hall
Richmond Place
Lyng
Norfolk
NR9 5RF
Charity Number 1156339



HEALTH & SAFETY POLICY (Reviewed Annually)

The Trustees and Management Committee of Lyng & District Community Hall (LDCH) are committed to creating an operating environment that is as safe as possible for all users, volunteers and neighbouring residents.

LDCH is committed to abiding by all applicable Health and Safety legislation including COSHH, food hygiene regulations, fire safety regulations and others as appropriate. Furthermore, LDCH will maintain sufficient records as required by the legislation to demonstrate ongoing compliance.

LDCH will be transparent in the way it manages health and safety and will always allow inspections to be undertaken as necessary by duly authorised officials of any regulatory agency.

LDCH will maintain the hall building and equipment in a safe condition suitable for all users and will provide appropriate training where necessary for volunteers or users.

RESPONSIBILITY

The Trustees have overall responsibility for providing a safe environment within and around the hall, complying with legislation and promoting best health and safety practice, however users must be responsible for their own actions and must read this document as part of their hire agreement. It is the duty of all users to take reasonable care for themselves and others, to do everything they can to prevent accident and injury and to cooperate with the hall manager, volunteers and trustees to prevent accident and injury.

PROCEDURE

The following must be adhered to at all times:

All emergency doors and exits must be kept free from obstructions at all times.

Do not operate or touch any electrical equipment where there are signs of damage, exposed wires or water damage.

Report any faulty equipment to the hall manger as soon as possible and in the meantime do not use it.

Do not work on step ladders or at height without the ladders being properly secured and with another individual present.

Do not leave portable appliances working while unattended.

Do not bring portable electrical appliances in to the hall that have not been PAT tested. Do not attempt to move heavy or bulky items without proper equipment.

Only stack tables and chairs in the appropriate trolleys.

Do not allow children in the kitchen unless properly supervised.

Wear suitable protective clothing and gloves when handling cleaning or other toxic materials Report every accident to the hall manager for recording in the Accident Register.

Be aware of and seek to avoid the following risks:

- Creating slip hazards on wet floors or steps. Mop spills immediately.
- Creating trip hazards such as misplaced buggies, bags, umbrellas and other items left in the foyer and other public areas.
- Tripping in dimly lit areas. Always put the lights on.

...continued onto page 2

- Avoid, if possible, being in the hall alone.
- Take care in the kitchen with knives and hot materials.
- Store kitchen equipment safely and without stacking too high.

FIRE SAFETY

A copy of the emergency evacuation procedure is attached in Appendix 1 and must be displayed within the hall on the notice board. All volunteers or hirers must make themselves aware of the procedure and it must be provided to all hirers with their hire agreement.

All fire safety equipment must be maintained in accordance with legal requirements and serviced on a regular basis. The Hall Manager must keep records of all such maintenance.

ACCIDENTS

In the event of a serious accident an ambulance should be called by dialing 999 The nearest Doctors surgery is:

Lenwade Surgery
Tel 01603 871160

The First Aid box is located in the kitchen.

All accidents must be recorded in the accident log maintained by the hall manager. The following more serious injuries must be reported using a RIDDOR form:

- Fractures, other than to fingers, thumbs or toes
- Amputation Dislocation of shoulders, hip, knee or spine
- Loss of sight (temporary or permanent)
- Penetrating injury to the eye (including chemical)
- Electric shock or burn leading to unconsciousness or a hospital stay of 24 hours or more
- Any injury leading to hypothermia, heat induced illness, heatstroke or unconsciousness, or requiring resuscitation or requiring a hospital stay of over 24 hours
- Unconsciousness caused by asphyxia, or exposure to a 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 the skin
- Acute illness requiring medical treatment which may have resulted from a biological agent or its toxins or infected material.

INSURANCE

A copy of the hall's employer liability and public liability insurance certificate is displayed on the hall notice board and is available on request from the Hall Manager.

PLEASE CONTACT the Hall Manager regarding **ALL** health and safety matters.

Reviewed 14 June 2021

by the Chair of Trustees and Village Hall Manager:



Signed A. CHAPMAN
Chair of Trustees