

LYDGATE COMMUNITY ASSOCIATION



Health and Safety Policy

1. Introduction

Lydgate Community Association (the committee) has 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 Hall.

The committee is responsible for running the Hall and recognises its duty to ensure the safety of people using it.

2. Monitoring of Health and Safety

It is the duty of all hirers, users and visitors and others who may be affected by their activities, to cooperate 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 emergency contact as soon as possible so the problem can be dealt with. Where hall equipment is damaged, that damage should be reported to the emergency contact who will then inform the committee chairperson.

3. Mitigation of risk

To mitigate risk the committee will:

- a) Discuss and report on health and safety at every meeting of the committee
- b) Carry out a full risk assessment every year or sooner if deemed necessary
- c) Ensure that there is a copy of the current health and safety policy in the Hall and available on request

In addition, the hirer shall agree not to act in a way as to endanger the users of the building and the policies of insurances relating to it and its contents. In particular:

- d) Obstructions must not be placed in the gangways / corridors or exits nor in front of the emergency exits which must be kept clear and unlocked when the hall is in use. No equipment or resources are to be placed on the top of cupboards.

e) Fire- fighting equipment shall be kept in its proper place and only used for its intended purpose. It will be maintained and checked regularly by the committee.

f) Hazardous substances and materials must not be used in the Hall such as flammable liquids, naked flames including candles and fireworks and smoking is strictly forbidden In the Hall, storage of combustible material near a source of ignition is not permitted.

4.Children

Minors under the age of 18 years must be accompanied and supervised by a responsible adult at all times

5.Electrical safety

The following must be adhered to:

a) Electrical appliances must not be left unsupervised when in operation

b) Plug sockets must not be overloaded

C) Should users or hirers wish to bring electrical appliances onto the premises they must make the Booking Secretary aware of this in advance. The hirer or user is responsible for ensuring that their appliances meet safety standards e.g. PAT.

d) Electrical equipment showing signs of damage, exposure of components, water damage etc must not be touched or operated

e) Users have a responsibility to ensure that all electrical appliances are shut off and where possible unplugged when leaving the hall.

f) Trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility hazard tape

6. Gas safety

The hall has a gas hob cooker. Any user wishing to use the cooker must seek permission from the booking secretary when seeking to hire the Hall. Full guidance will then be given.

7.Heating

The Hall has central heating. Should users suspect any malfunction or require the heating to be altered they should contact the emergency contact.

8.Housekeeping

The 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.

All users must use the rubbish and recycling bins. Any major spillage, damage or accident should be reported to the emergency contact. Food, drink, bottles and perishable items must be taken away at the end of each hire. The grounds outside and frontage of the Hall must be kept clear of litter.

At the end of each hire all equipment should be stored safely and securely inside any allocated storage. All other equipment must be removed from the Hall. Nothing should be left on top or outside of the storage allocated.

9. Noise

As the 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 11.00 pm unless otherwise authorised by the committee. Users should be considerate when leaving the Hall.

10. Parking

The Hall has no allocated parking. Parking outside the Hall is at the user's risk. Users are advised not to obstruct disabled access, driveways or block the road.

11. 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. The responsible person is strongly advised to record the name of each person attending the event and must follow the following procedure:

- a) In the event of a fire, the responsible person shall use the hand bell/ whistle on the window ledge in the Main Hall or such other means as to instruct all persons to leave the building using the nearest available emergency exit. They should evacuate the building in an orderly manner and muster in front of the White Hart, next door. A roll call shall be taken.
- b) No matter how small the fire the fire brigade must be called on 999 giving the address: Lydgate Parish Hall, 55, Stockport Road, Lydgate, Oldham OL4 4JJ.
- c) The responsible person shall ensure that once the Hall is vacated, members of the public do not re- enter the building under any circumstances.
- d) On the arrival of the fire brigade, the responsible person shall inform the officer in charge that a roll call has been taken and that all persons are safe or there are missing persons.
- e) 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.
- f) At the earliest opportunity and when it is safe to do so, the responsible person shall inform the emergency contact who shall then directly inform the committee chairperson .

12. Accident reporting procedures

First Aid Boxes are readily available to all users of the premises and are located in the kitchen, Small Hall and Main Hall. It is the responsibility of the hirer to ensure that the person administering First Aid is professionally trained. Any accident should be recorded in the Accident Book which is located next to the First Aid Box in the Main Hall.

In addition, all the following must be reported to the emergency contact:

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

In the event of an emergency the nearest hospitals are:

Royal Oldham Hospital

Rochdale Road

Oldham OL1 2JH

Tameside General Hospital

Fountain Street

Ashton – Under- Lyne OL6 9RW

d) A defibrillator is located in the side entrance to the White Hart but can only be used on instruction of the ambulance service. They will guide you through the process if it is deemed necessary AFTER you have called 999.

13. Insurance

A copy of the certificate of insurance is displayed on the notice board in the main hall.

14. Emergency Contacts information

Frank Boocock 01457873985 Mobile 07570899498

Jennifer Greenwood 01457877935 Mobile 07885047901