

Welton Village Memorial Hall [Charity 1180894]

Health and Safety Information for Hirers

Welton Village Memorial Hall Trustees [“The Trustees”] have overall responsibility for health and safety at Welton Village Memorial Hall [“The Hall”], and has adopted a formal Health and Safety Policy. This Information for Hirers is taken from that policy to ensure the health and safety of Hirers of the Hall.

1. **The Trustees aim, as far as is reasonable and practical, to:**
 - a. provide healthy and safe working conditions and systems of work for our employee(s), volunteers, Trustees, hirers and contractors (users) undertaking work at The Hall
 - b. keep The Hall and its equipment in a safe condition for all users
 - c. provide such health and safety training, information and equipment as is necessary to keep all users safe, notably from injury and infectious diseases.
2. **Responsibilities**
 - a. Hirers are expected to recognise that they and all Participants in their event[s] have a duty to comply with:
 - i. **all relevant government guidelines in force at the time of their event[s];**
 - ii. **the practices set out in this Health & Safety Information;**
 - iii. **safety notices on the premises.**
 - b. **Hirers must also accept responsibility to do everything they can to prevent injury to themselves and others, not just Participants.**

In particular

 - i. No Participant should attend any event if they feel at all unwell;
 - ii. Special care and attention is needed for Participants who are children or vulnerable adults. Children under the age of ten years must be supervised and be in the company and charge of a responsible adult at all times. Children over the age of ten and vulnerable adults must be in the charge of a responsible adult who must ensure discipline and advise them of possible hazards such as the inherent danger of running, slamming doors and so forth.
 - c. Should anyone using The Hall come across a fault, damage to equipment or other situation which might cause injury and which cannot be rectified immediately, they should remove the item from use if it is safe and practical to do so, or otherwise place a notice on or by the item stating that it should not be used. They should also inform the Caretaker as soon as possible so the problem can be dealt with.
3. **Procedure in Case of Accident**
 - a. In the event of an accident, call emergency services as appropriate (nearest Accident and Emergency Department is Hull Royal Infirmary).
 - b. The location of the nearest telephones is at the bottom of Dale Road [turn left out of the front entrance for about 200 metres. Telephones may also be available at the Welton Memorial Club [adjacent to the Hall] or the Green Dragon pub [turn right out of the front entrance]. Resuscitation equipment is attached to the wall of the Green Dragon pub.
 - c. All incidents/accidents must be reported to the Caretaker, or in his/her absence a Trustee, as soon as possible, who will enter details in the Accident Book and if necessary inform the Health & Safety Executive.
 - d. Details of accidents involving personal injury, however slight, must be entered in the Accident Book as soon as possible and in any event within 24 hours of the accident occurring. All such entries will be verified by the nominated Trustee as to correctness and completeness.
4. **Fire Safety Procedures**
 - a. The location of fire exits and fire appliances is shown on the plan in the Hall main corridor.
 - b. All hirers will be given information/training by the Caretaker about safety procedures at The Hall which they will be expected to follow. This will include:
 - i. Fire evacuation procedures
 - ii. Use of equipment
 - iii. Hazards identified in the risk assessment

5. Risk Assessments

The Committee has carried out risk assessments and the following practices MUST be followed in order to minimise risks

a. DO:

- i. Ensure that all emergency exit doors are kept clear at all times;
- ii. Wear suitable protective clothing when handling cleaning or other toxic materials and have had appropriate training;
- iii. Report any evidence of damage or faults to the equipment or the facilities to the Caretaker or any Trustee;
- iv. Report accidents in the Accident Book and notify the Caretaker or any Trustee;
- v. Use adequate lighting to avoid tripping in poorly lit areas;
- vi. Prevent overcrowding in the servery/kitchen areas;
- vii. Take due care when moving heavy or bulky items.

b. DO NOT:

- i. Work alone in the building without safeguards. If possible, notify a third party of your intentions and when that third party should expect to see you again. Always ensure that you have a mobile phone in your possession.
- ii. Operate or touch any electrical equipment where there are signs of damage or exposure of components to water penetration etc.
- iii. Work on steps or ladders unless they are properly secured, all safety instructions given with the equipment are observed and another person is present
- iv. Leave any portable electrical or gas appliance operating unattended
- v. Bring into the property any portable electric appliance which does not have a current Portable Appliance Tested (PAT) certificate(s)
- vi. Stack chairs more than eight high
- vii. Attempt to carry or tip a water boiler when it contains hot water (leave it to cool)
- viii. Allow children in the servery area
- ix. Allow running within any part of the building, except as part of an organised activity.
- x. Create tripping hazards. Store items such as buggies, umbrellas, mops in appropriate safe places
- xi. Create slipping hazards on stairs, polished or wet floors (mop up spills immediately)
- xii. Create toppling hazards by piling equipment too high in cupboards

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