

HEALTH AND SAFETY POLICY

General Statement of Policy

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, trustees and service users
- Keep the hall, its grounds and equipment in a safe condition for all users
- Provide such training and information as is necessary to staff, volunteers and users

It is the intention of the Meridale Organisation to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Meridale Organisation considers the promotion of the health and safety of its staff and those who use its premises, including contractors who may work there, to be of great importance. Trustees recognise 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, Trustees will seek to encourage staff, Trustees, volunteers and service users to engage in the establishment and observance of safe working practices.

Staff, service users and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements referred to in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Organisation of Health and Safety

The board of Trustees of the Meridale Organisation has overall responsibility for health and safety at Meridale. However, it is the responsibility of the individual or group leaders or key holders to ensure safety of their members/guests during their meeting time. Any matters of concern should be reported to the Centre Manager as soon as possible and confirmed in writing.

The person (s) delegated by the Trustees to have day to day responsibility for the implementation of this policy are:

Name: Daniel Turner Telephone No: 01507 441481

Name: David Monk Telephone No: 01507 441481

It is the duty of all staff, volunteers, service users, hirers and visitors to take care of themselves and others who may be affected by their activities and to co- operate with the Trustees in keeping the premises safe and healthy, including the grounds.

Should anyone using Meridale facilities come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform one of the persons above as soon as possible so that the problem can be dealt with. Where equipment is damaged it should be removed if practical and a notice placed on it warning that it is not to be used.

The following persons have responsibility for specific items:

First Aid Box: Lesley Milward

Reporting of RIDDOR accidents (*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*): David Monk and Daniel Turner

Fire precautions and checks: David Monk

Training in use of hazardous substances and equipment: David Monk

Risk assessment and inspections: Daniel Turner

Information to contractors: David Monk

Information to hirers: Daniel Turner

Insurance: Andrew Wagstaff

A plan of the hall will be maintained. This will show the location of electricity cables, gas pipes, fire exits, fire extinguishers, fire alarm points, fuse/RCD boxes, stop cock, boiler, stairs and loft access.

Fire Procedures, Precautions and Checks

There are three fire exits within the Premises, all of which are clearly signed and can be opened with ease.

Fire exit locations:

- End of the hall to the left (push bar mechanism installed)
- Double UPVC doors in the adjacent TV Room (All hall suite keys from D2 or higher can open these doors)
- The main doors in the front entrance

Obstruction of these designated areas is strictly prohibited.

In line with current official advice, The Meridale Organisation does not provide firefighting equipment and recommends finding the nearest safe exit from the premises in the case of a fire and alerting the relevant authorities.

In the event of a fire, an alarm will be raised. All persons should leave the building immediately and should not collect any personal belongings. Everyone should assemble at the designated assembly point at the War Memorial. Under no circumstances should anyone re-enter the building until the all clear has been given by a member of the fire service or the Centre Manager.

It is the responsibility of the key holders or leaders to ensure that everyone is evacuated. Upon assembling at the assembly point, a check should be made to ensure that all persons are present.

Person with responsibility for managing the fire risk assessment: Centre Manager

Company hired to maintain and service fire safety equipment:

Name: Hallgate

Address: Unit 20, Heather Road, Skegness, PE25 3SR

Tel No: 01754 762857

Location of service record: Meridale Office

Equipment, Fittings and Services Checklist

The following will be checked and formally recorded:

Item	Test Interval
Residual Current Device	Quarterly
Emergency Lighting	Quarterly
Fire Exits	Monthly
Defibrillator	Monthly
Electrical installation	5 years
Gas Boiler	Annually

First Aid and Procedure in Case of Accidents

The nearest hospital A&E department: Pilgrim Hospital, Boston 01205 364801

Urgent Treatment Centres: Skegness Hospital 01754 613504, County Hospital, Louth 01507 600100

Doctor's Surgeries: Marisco Medical Practice in Sutton-on-Sea and Mablethorpe 01507 473483

First aid assistance cannot be provided to groups using Meridale. Each group is responsible for making arrangements to appoint and train their own first aider. A First Aid Box is located in the TV room. A member of the Centre Management Team will be responsible for keeping this up-to-date.

A community defibrillator is located on the outside wall to the right of the main front doors. To access the defibrillator it is necessary to contact East Midlands Ambulance Service. If a cardiac arrest is suspected make an immediate 999 call.

Accident report forms are located adjacent to the First Aid Box. This must be completed whenever an accident occurs and posted under the Centre Manager's office door. Any accident resulting in serious injury or loss of life must be reported directly to the Centre Manager as soon as possible and confirmed in writing.

The Centre Manager is responsible for completing RIDDOR forms and reporting accidents. The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.
- unconsciousness caused by asphyxia or exposure to 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 skin
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire.

Safety Rules

It is the intention of the Trustees to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Staff, volunteers, hirers, service users and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Staff and volunteers will have access to the Meridale health and safety file and will sign a declaration that they have read and understood their obligations that it outlines.

All hirers will also be given information/training by the booking secretary about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of equipment) and will be shown the location of the accident book and health and safety file.

The Centre Manager will explain to hirers where there have been any risk assessments completed that are relevant to their use of the hall, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk. These may be printed as a separate sheet on coloured paper and handed to hirers with the hiring agreement, so as to draw attention to them. Hirers will be asked to indicate if a risk assessment specific to the hiring purpose has been conducted.

Hirers are expected to read the whole of the hiring agreement and sign the hiring form as evidence that they agree to the hiring conditions and have received relevant health and safety information.

The Trustees have carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use trolleys where provided
- Do not stack more than five chairs
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.

- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to the Centre Manager
- Report every accident in the accident book to:
- Be aware and seek to avoid the following risks:
 - creating slipping hazards on stairs, polished or wet floors – mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in the entrance hall
 - use adequate lighting to avoid tripping in poorly natural light
 - risk to individuals while in sole occupancy of the building
 - risks involved in handling kitchen equipment e.g. cooker, water heater and knives
 - creating toppling hazards by piling equipment e.g. in store cupboards.

Contractors

The Centre Manager will check with contractors (including self- employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the Meridale Organisation
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. 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 Meridale representative 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.

Insurance

Company providing the hall's Employer's Liability and Public Liability insurance cover:

Name of Insurer: Ecclesiastical Insurance Office Plc t/as Ansvar Insurance

Policy No: 5431185 Date of Renewal: 1st April

Broker Address: Gallagher, 2nd Floor, Newater House, 11 Newhall Street, Birmingham, B3 3NY

Monitoring

The Centre Manager will immediately report to the Trustees any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or staff.

Organisations that can provide advice on health and safety

Health and Safety Executive (Midlands region)
Kingsley Dunham Centre,
Nicker Hill,
Keyworth,
Nottingham
NG12 5GG
Information and Guidance Helpline: 0300 003 1647.

Lincolnshire Fire and Rescue Headquarters
Deepdale Lane
Nettleham
Lincoln
LN2 2LT
Tel: 01522 555777

Environmental Health
East Lindsey District Council
Tedder Hall
Manby Park
Louth
LN11 8UP
Tel: 01507 601111

Review of Health and Safety Policy

The Trustees will review this policy periodically and no later than three years from the date below.

Signed: (On behalf of the Meridale Organisation)

Name:

Position:

Date: