

Health and Safety Policy

Tremayne Hall

Charity Number 1063268

Health and Safety policy of The Tremayne Hall, Mylor Bridge

Part 1 – General Statement of policy

Our policy is to:

- a) Provide healthy and safe conditions, equipment and systems of work for our hirers, volunteers, committee members and contractors
- b) Keep the Tremayne Hall and equipment in a safe condition for all users.
- c) Provide such training and information as is appropriate or necessary to volunteers, committee members, hirers and contractors.

It is the intention of the Tremayne Hall Management Committee (hereinafter THMC) 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.

THMC considers the promotion of the health and safety of hirers, volunteers, committee members and contractors and those who use its premises to be of great importance. THMC 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. To this end, it will seek to encourage volunteers, committee members, hirers, contractors and users to engage in the establishment and observance of safe practices.

Volunteers, committee members, hirers, contractors and users will be expected to recognise that there is a duty on them to comply with the practices set out by THMC, with all safety requirements set out in the Conditions of Hire and with safety notices on the premises and to do everything they can to prevent injury to themselves or others.

Part 2 : Organisation of Health and Safety

THMC has overall responsibility for health and safety in the hall.

The person delegated by the THMC for the implementation of this health and safety policy is The Premises Officer: Currently Julian Warrington-Smyth tel 01326 375007 07813 891383

It is the duty of all volunteers, committee member, hirers, contractors and users to take care of themselves and others who may be affected by their activities, and to cooperate with THMC in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or other situation, which might cause injury and cannot be rectified immediately, they should inform the person above, or the Bookings Officer by email tremaynehallbookings@gmail.com, as soon as possible, so 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, without personal risk to the individual, it should be placed in the Green Room, and brought to the attention of the Bookings Officer.

A plan of the hall is attached showing location of fire exits, fire extinguishers, fuse box, stop cock, boiler etc that may have a bearing on safety.

Part 3: Arrangements and Procedures

Licence - See *associated details*

Fire Precautions and Checks

A Risk Assessment has been conducted including the evacuation procedure, a map showing exits, firefighting equipment and assembly points.

There is no public phone in the hall or nearby. Mobile reception and Wifi is good

There is a defibrillator outside the hall gates on the wall of the Mylor Stores.

Fire Brigade Contact details 0800 3581 999 **In emergency dial 999**

The company hired to maintain and service fire safety equipment is Trelawney Fire : 0800 999 2443

Hall Contacts: Julian Warington-Smyth 01326 375007/ 07813 891383

Pete Munro-Lott 07790 012764

Procedure in case of accidents.

The location of the nearest hospital is Falmouth where there is a Minor Injuries unit Telephone 111

A and E is at The Royal Cornwall Hospital Truliske, Truro

The First Aid box is located in the kitchen.

The accident book/forms are kept with the first aid kit and must be completed whenever an accident occurs.

Any accident must be reported to THMC Booking Officer email tremaynehallbookings@gmail.com

The following major incidents or injuries must be reported on RIDDOR forms (kept with the accident book in the kitchen)

- Fracture other than to fingers, thumbs and 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 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

Safety Rules

All hirers will be expected to read the Booking Confirmation and should sign it as evidence that they agree to the rules, policies and requirements, that make up the hiring conditions. Hirers will also be directed to information when they book, about safety procedures at the hall which they will be expected to follow e.g. fire evacuation procedures, use of trolleys to move chairs, use of equipment, and will be told the location of the accident book.

It is the intention of the THMC that the Tremayne Hall complies 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.

Volunteers, committee members, hirers, contractors and users will be expected to recognise that there is a duty on them to comply with the practices set out by THMC, with all safety requirements set out in the hall regulations and with safety notices on the premises and to accept responsibility to do everything that they can to prevent injury to themselves or others.

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

Make sure 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 devices or gas appliances operation while unattended, except for approved dehumidifiers during the winter months.
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested (PAT)
- **Do not** attempt to move heavy or bulky items (e.g. stacked tables or chairs) without the trolleys provided.
- **Do not** stack more than 6 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 unless under close supervision
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to the building's facilities to any member of the committee or by a note in **the Premises Book** in the kitchen
- **Be aware of 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 rooms and corridors.
 - Use adequate lighting to avoid tripping in poorly lit areas
 - 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 eg in store cupboards

Contractors

The THMC 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 THMC

- The contractors are competent to conduct the work e.g. have appropriate qualifications, references and experience
- Contractors have adequate public liability insurance cover
- Contractors 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 member of THMC 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

Public Liability Insurance cover is renewed annually. There are no risks in the aforementioned policy that volunteers, hirers, committee members, contractors or users should be aware of.

Policy Review

Policy to be reviewed every year unless otherwise required. Committee members with responsibility for aspects of health and safety (usually the Premises Officer and the Vice Chair) will report to the THMC regularly, including any accidents, faults, misuse by hirers, or other matters which could affect the health and safety of anyone on the building's premises.

Date adopted May 2024

Date of review May 2025