

Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety policy of
Rampton and Woodbeck Parish Council for Rampton Village Hall



Part 1- General statement of Policy

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members, hirers and any contractors who are required to carry out work at **Rampton Village Hall**.
- b) Maintain the Village Hall and associated equipment in a safe condition so that all users are safeguarded from injury.
- c) To consult with and provide such information and training as is necessary for all persons detailed in (a)

It is the intention of **Rampton & Woodbeck Parish Council** to comply with all **Health and Safety** legislation and to act positively to prevent injury, ill health or any danger arising from its activities and operations.

Rampton & Woodbeck Parish Council considers the promotion of the **Health and Safety** of its employee(s) and those who use its premises including contractors who may work there, to be of great importance. The Management Committee 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, it will seek to encourage employee(s), committee members, hirers and any contractors who are required to carry out work at Rampton Village Hall to engage in the observance of safe working practices.

Employee(s), hirers, contractors and all visitors will be expected to recognise that it is their duty to comply with the rules and practices set out by the management committee, with all safety requirements set out in the Village Hall hiring agreement, with all safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.

This policy will regularly be reviewed and revised as considered necessary.

Signed: Claire Challener _____

(On behalf of Rampton and Woodbeck Parish Council)

Name: Claire Challener

Position: Proper Officer

Health and Safety Policy Statement

Part 2: Organisation of Health and Safety

Rampton and Woodbeck Parish Council has overall responsibility for **Health and Safety** at Rampton Village Hall.

The person designated by **Rampton and Woodbeck Parish Council** to have day to day responsibility for the implementation of this policy is:-

Name: Claire Challener (Clerk & RFO)
Contact: clerk@ramptonandwoodbeck-pc.gov.uk



It is the duty of employees, volunteers, parish council members, hirers and any contractors who are required to carry out work at **Rampton Village Hall**, to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises, including external areas which are part of the Village Hall, **Safe and Healthy**.

Should anyone using the Village Hall come across a fault, damage or any other situation that may cause injury and cannot be rectified immediately they should inform the person above as soon as possible so that the problem can be dealt with. Where equipment is damaged it should be placed in the storeroom with a notice attached to it, this should warn of the damage and that it must not to be used.

The following persons have responsibility for:-

First Aid box:	Stephen Gray – Village Warden
Reporting of accidents:	Stephen Gray – Village Warden
Fire precautions and checks:	Stephen Gray – Village Warden
Training in use of hazardous substances:	Claire Challener (Clerk & RFO)
Risk assessment and Inspections:	Claire Challener (Clerk & RFO)
Information to contractors:	Claire Challener (Clerk & RFO)
Information to hirers:	Claire Challener (Clerk & RFO)
Insurance:	Claire Challener (Clerk & RFO)

Plans are attached showing the location of Village Hall central heating boiler and oil pipes, fire exits, fire extinguishers, fuse box, and access hatches to loft spaces.



Health and Safety Policy Statement

Part 3: Arrangements and Procedures:

3.1 Licence

Rampton Village Hall is owned by **Rampton Parish Council** and is licenced under **Premises Licence** No PL0059 with **Bassetlaw District Council**, Queen's building, Potter Street, Worksop, Nottinghamshire S80 2AH. The permitted activities and times which are authorised under the **Premises Licence** can be found on the summary of the **Premises Licence** which is displayed on the village hall **Health and Safety** notice board.

3.2 Fire Precautions and Checks.

The **Village Hall Fire Risk Assessment** can be found in the fire risk assessment containment folder in reception.

Person at **The Village Hall** with day to day responsibility and weekly checking of the fire extinguishers: -

Stephen Gray. Tel 07471877504

Local Fire Brigade contact name: - Retford Fire Station

Fire Brigade Contact Telephone Number: - 01777 706607 for emergencies dial 999

Company hired to service and maintain the fire extinguishers.

Name: - Lindum Fire Services LTD.

Address: - Greetwell Place, Limekin Way, Lincoln LN2 4US.

Telephone Number: - 01522540519

Service Records and certificates are displayed on the entrance hall **Health and Safety** display board.

3.3 Local Police: -

Name: - Local Police

Telephone Number: - Call 101 or crime in progress dial 999

3.4 Hospital: -

Name: - Bassetlaw Hospital

Address: - Blyth Road, Worksop S81 0BD

Telephone: - 01909 500990

3.5 Power Cut

Name: - Power cut number

Telephone Number: - call 105

3.6 Village Halls Adviser: -

Name: - Melanie Saxton – Development & Delivery Assistant

Address: - RCAN (Rural Community Action Nottinghamshire) incorporating NAVACH (Nottinghamshire Association of Village Halls and Community Centre)

RCAN, Arnot Hill House, Arnot Hill Park, Arnold, Nottinghamshire, NG5 6LU

Telephone: - 01623 727600

3.7 Wifi Provider, if fault found report to

Address: - PlusNet

Telephone Number: - 0800 432 0200

Health and Safety Policy Statement

RIDDOR REGULATIONS 1995

Reporting of Diseases and Dangerous Occurrences Regulations

The following injuries are reportable and must be made known to a member of the Rampton and Woodbeck Parish Council.

Death or major injury

Any broken bone other than finger, thumb or toe.

Any injury requiring being taken from the scene of the accident to hospital.

Any injury resulting in someone being unable to work for more than three days.

Any dangerous incident that does not result in injury but could have done.

Any work-related disease.

In the event of any of the above occurring please contact: -

Claire Challener

(Clerk & RFO)

clerk@ramptonandwoodbeck-pc.gov.uk

Reportable incidents shall be reported to the Incident Contact Centre (ICC) which is based at Caerphilly Business Park, Caerphilly, CF83 3GG, Wales.

Reporting Procedure by Rampton and Woodbeck Parish Council

By phone Monday to Friday, 8.30 am to 5pm. Tel 0845 3009923

By fax: 0845 3009924

By e-mail riddor@natbrit.com www.riddor.gov.uk or via HSE website www.hsegov.uk

When reporting an incident to the (ICC) Incident Report Centre the incident will be recorded by the (ICC) and an incident report number provided which will be noted and stored by the Rampton and Woodbeck Parish Council. The (ICC) will then send a copy of the report to The Rampton and Woodbeck Parish Council who will check the accuracy of the report and file it. The Rampton and Woodbeck Parish Council shall keep a record of all accidents as well as all incidents that have the potential to cause injury.

