

Part 3: Arrangements and Procedures

3.1 Licenced activities

The village hall doesn't have a Premises Licence, therefore a Temporary Event Notice (TEN) authorising the following regulated entertainment and licensable activities may be required and is to be applied for by hirers from City of York Council, who can advise on the specific requirements for licensable activities.

Activities

- a. The performance of plays
- b. The exhibition of films
- c. Indoor sporting events
- d. Boxing or wrestling entertainment
- e. The performance of live music
- f. The playing of recorded music
- g. The performance of dance
- h. Entertainments similar to those above or that includes making music, and / or dancing
- j. The provision of hot food/drink after 11pm
- m. The sale of alcohol

3.2 Evacuation Procedure:

In the event of a fire or major incident:

Leave the building by the nearest Means of Escape MOE and gather at the assembly point in the car park ensuring that everyone inside has left safely.

Do not try to tackle the fire yourselves: (Note only if attendants are competent and it is safe to do so should this be attempted)

Raise the alarm dial 999: using a mobile phone.

Please note that all external doors are fire exits as shown on the Fire strategy plan. Appendix B

The Assembly point is to the rear in the car park.

Firefighting equipment is shown on the Fire Strategy Plan. Appendix B

3.3 Means of Escape MOE

Rear and side doors are fitted with single action push pad release mechanism for safe exit to outside air.

All organisers for users groups of the hall are required to familiarise themselves with the safe operation of these to enable access and egress through these MOE doors, and show everyone in their group.

Note: The upper thumb turn deadlock **must** be opened during all occupation, to do this, simply turn the top thumb turn to open: please ask to be shown how this is done, if it is not clear.

Note: that the only way to normally open the rear or side doors from outside, is with the key, therefore it is 'fail safe' system, in that the door locks behind you (but you can lock yourself out too!):

These push pad mechanisms can be overridden, if required, e.g. to give free access: please ask for assistance with this if it is a requirement for your event.

Note: we will require you to ensure that our security is restored after your event.

3.4 Fire Risk Assessment **see Appendix B**

Person on the management committee with responsibility for the fire risk assessment:

Richard Karn 07760 2742442

Local Fire Brigade contact name: Norman Denton 00926

Watch Manager York Blue Watch

Telephone: 01904 616100 Ext No 4840

norman.denton@northyorksfire.gov.uk

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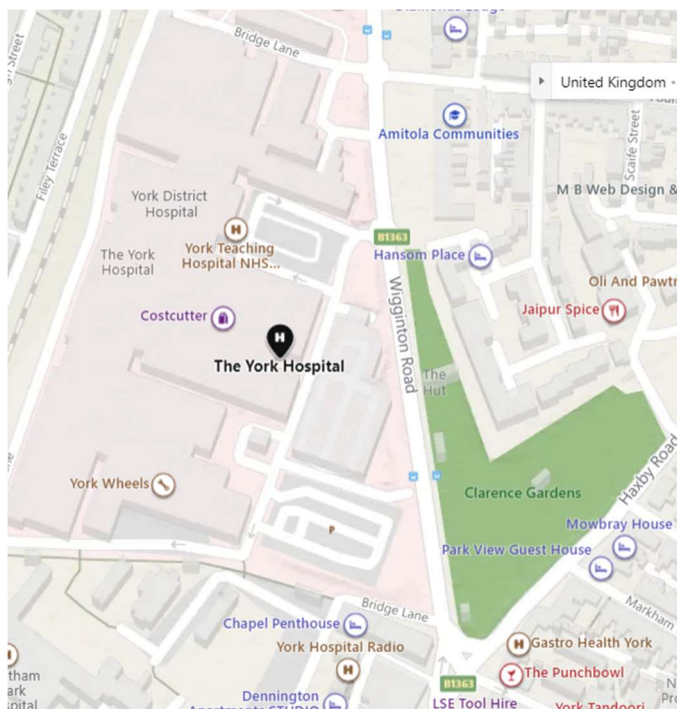
3.5 Accidents Procedures

The location of the nearest hospital Accident and Emergency/Casualty department is:

York District Hospital, Wigginton Road, York YO31 8HE · For Ambulance attendance ring **999**

[01904 631313](tel:01904631313)

york.nhs.uk



A **defibrillator** is located on the outside of the Memorial Hall with instructions on the box.

GP The location and telephone no. for the nearest doctor's surgery is:

The Old School Medical Practice

Horseman Lane, Copmanthorpe, York YO23 3UA

[01904 706455](tel:01904706455)

copmanthorpe.org.uk

osmp.co.uk

or Ring **NHS 111**

The First Aid Box is in:

The Kitchen

The persons responsible for keeping this up to date is Jenny Burt, and Charlotte Taylor

The accident book/forms are kept within this file. Appendix F

This must be completed whenever an accident occurs.

3.7 Procedure in case of minor accidents

All accidents and what are referred to as 'near miss' incidents must be recorded, whether or not there are staff on the premises, Trustees, or hirers, because by investigating these, action may be identified to prevent further accidents or incidents to others in the future.

Please complete the accident book / or form for recording minor incidents included in the hall's Health and Safety folder.

Accident records are kept for eight years. Under Data Protection requirements accident books should not enable people to read personal information from previous accident records.

The accident book consists of single record sheets, that are detached from the book once completed and kept in a secure place.

Record sheets are numbered in sequence and the accident book includes an index sheet showing which numbered sheets have been completed and removed for safekeeping.

The Acaster Malbis Memorial Hall Trustees can show a record (in the form of the index) of how many accidents have occurred and in what order, which they can link up with the completed accident record sheets which we hold separately for safe keeping.

The members of the management committee responsible for this record are:

Jenny Burt, Richard Karn, and Rob Jones

3.8 Procedure in case of major accidents

Employers, the self-employed and those in control of work premises (which includes halls used by playgroups, keep fit classes, doctor's surgeries etc.) are required under RIDDOR to report some work-related accidents, diseases, and dangerous occurrences.

The following MUST be reported:

- a death or major injury
- an injury which results in someone being unable to work for more than three days
- a work-related disease
- a dangerous occurrence
- any injury which results in a member of the public being taken to hospital.

Hirers and staff should be asked to report any accidents to a designated member of the management committee. The person responsible for completing RIDDOR forms and reporting accidents is: Richard Karn

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:

- injury whilst carrying or moving equipment into or out of the hall
- Vehicle collision in our car park
- Slips trips and falls inside the hall or the car park
- Pedestrian safety outside the hall
- Electrical shock due to circuit fault or overload
- Electrical circuit fault 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 generally

3.9 Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should by accept that they are agreeing to the hiring conditions.

All new 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 trolleys to move equipment, use of equipment) and will be told the location of the accident book and health and safety file as appropriate.