

MAULDS MEABURN VILLAGE INSTITUTE HEALTH AND SAFETY POLICY

Introduction

It is the intention of the management committee of Maulds Meaburn Village Institute (MMVI) to comply with all Health and Safety legislation and to act positively, where they can reasonably do so, to prevent injury, ill health or any danger arising from use of its facilities. Individuals and groups who use MMVI facilities play a key role in maintaining a healthy and safe environment by operating in a way which is compliant with the principles set out in this policy and appendices.

Principles

1. The management committee aim to maintain the equipment in MMVI in a safe condition for all users and ensure, where required by regulatory standards, that equipment is tested on a regular basis.
2. The management committee will conduct risk assessments which address the normal use of MMVI. Wherever practical, potential hazards will be reduced and, if possible, eliminated.
3. The management committee will provide support and information to hirers of MMVI to enable them to comply with the principles set out in this policy. This includes being issued by the Booking Secretary with a copy of the Hirer's Responsibilities checklist and, if relevant, other policies which can be found on the website MMVI.org.
4. The management committee will provide a first aid kit to be used to treat minor injuries and an accident book for hirers of MVI to record incidents resulting in harm to users. The committee will report any incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
5. The management committee will ensure the safe control of all work carried out by external contractors as laid out in the Organisation of Work by Contractors document (appendix B to this policy).
6. The management committee will maintain an up to date risk assessment record (appendix C to this policy). The risk assessment and this policy will be reviewed annually.

Signed: *Pete Button*

Position: Chair

Date: 15/01/2026

Review Date: Jan 2027

(for and on behalf of the management committee)

MMVI Policy July 2013, reviewed 2014, 2015, 2019, 2022, Jan 2026.

APPENDIX A: HEALTH AND SAFETY POLICY: HIRER'S RESPONSIBILITIES

1. Hirers must comply with all conditions of hire, as set out in the Hiring Agreement and MMVI policies and ensure that their organisation/party conducts its

activities in line with such conditions - particularly in respect of compliance with all safety requirements and safety notices.

2. Hirers must accept the responsibility of doing everything they can to prevent injury or ill health to themselves and others. Whilst the management committee have overall responsibility for health and safety in the Institute, the hirer, or their representative, is responsible for the health and safety of the users during their use of MMVI.
3. Hirers must ensure the hall capacity is not exceeded. Maximum numbers are (i) unseated dancing - 200 (ii) functions utilising seating at tables - 120 (iii) purposes combining both - 150 and (iv) closely seated audience - 120.
4. Hirers must be aware of (i) fire precautions and safety exits and (ii) the need to keep all fire exits clear of obstruction both internally and externally. Hirers must designate a responsible person for each event who will make all users aware of the evacuation procedure. This is to leave the premises by the nearest fire Exit Door and assemble at the Fire Assembly Point located by the bus shelter. Note that in the event of a power failure the Emergency Lighting System will automatically be triggered to illuminate the exit routes. In the event of an outbreak of fire, however slight, the building must be evacuated immediately - fire extinguishers are provided at all exits. If it is safe to do so doors and windows should be closed to reduce the spread of fire. The fire service should then be called. Note there is no mobile phone signal in the village; there is an emergency use telephone located at the front entrance under the defibrillator.
5. Hirers are responsible for ensuring the safety of equipment that they bring into the institute. Portable electrical appliances must not be left unattended.
6. Hirers must ensure that smoking and/or vaping is not allowed anywhere inside the institute building. Hirers must ensure that any external area of the institute's premises used by smokers is safe and clean upon departure.
7. The Accident Book and recording forms are kept on file in the kitchen. This file must be completed whenever an accident occurs. The hirer must report all accidents involving injury to the booking secretary or other member of the management committee. A First Aid Box is located on the top of the refrigerator in the kitchen. Users should advise a member of the committee if any items have been used so they can be replaced.
8. Hirers must ensure that gas heaters, highly flammable substances or pyrotechnics are not brought into or used in any part of the premises.
9. Hirers must seek the consent of the management committee before erecting any internal decorations that may contain combustible materials and ensure that any allowed decorations are not placed near light fittings or heaters.
10. Hirers must inform the Booking Secretary as soon as possible if anyone using the Institute comes across any apparent defect or damage to equipment or other facilities, so that the management committee can take remedial action. Where equipment is damaged an 'out of use' notice should be placed on it warning that it is not to be used.
11. Hirers should be aware of the separate Children and Vulnerable Adults Policy if applicable.
12. Any hirer intending to use the kitchen facilities (beyond the provision of hot drinks and cold snacks) should seek additional guidance from the Booking Secretary or a member of the management committee on correct use of appliances. Care must be taken when preparing and using boiling water and hirers must remove all rubbish at the end of their booking. The kitchen, including crockery and utensils, should be left in a clean and hygienic state. Any spillages should be mopped up immediately and, if appropriate, the wet floor sign used to

prevent slips and falls. Cleaning equipment is provided in the cupboard adjacent to the bar area. Note that children under the age of 10 and pets are not allowed in the kitchen.

13. MMVI has store cupboards and store areas for tables, chairs and games equipment. Care must be taken when moving furniture and equipment in and out of the cupboards/ areas and all items must be stored in a way which avoids accidents from over stacking.
14. The cleaning cupboard contains Coshh material and should be locked when not in use.
15. The electrical equipment in MMV is regularly tested. No electrical equipment is to be left in the institute so that other user groups could mistake it for equipment provided as part of the booking. Any hirers needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards.
16. At the end of each session hirers must (i) ensure all electrical appliances are turned off, including water heaters and cookers (ii) close internal doors (iii) search for smouldering fire (iv) clear waste paper and empty bins (v) turn out all lights (vi) take all rubbish and recycling away (vii) secure all windows and external doors.

The management committee of MMVI will organise work with Contractors, including self employed persons, according to the following principles:

1. All contracts will be awarded on the basis of quality and value for money and will be approved by the management committee. In circumstances where very minor work is required, where there will be no remuneration for labour and the cost of any materials required is negligible, approval by the full management committee may not be required. The management committee must, however, be informed at its next meeting that this work has taken place.
2. The contract will specify the work to be completed and will be agreed between the management committee and the contractor. In practice the management committee may delegate this responsibility to one of its members, however, the agreement will be on behalf of the committee. It is expected that this agreement will be in writing unless there are exceptional circumstances.
3. The management committee will require that contractors (i) have appropriate qualifications, references and experience (ii) meet statutory obligations with regard to Health and Safety legislation and (iii) where appropriate due to the nature of the work, have adequate Public Liability Insurance cover.
4. The management committee will require that before any work additional to the pre-agreed schedule of work is undertaken, the contractor must supply a written quotation for the additional work required including additional costs involved. This increase must be approved by the management committee before the work is authorised.
5. All contractors contracted to work on MMVI premises must operate a safe system of work and, if requested, must produce a method statement.
6. Contractors may not work alone on ladders at height above 2 metres and must comply with Health and Safety Executive (HSE) guidance on safe use of ladders and stepladders.
7. The management committee will ensure that each contractor knows which member of the committee is responsible for liaising with them and ensuring that their work is as specified in the original agreement.

8. Contractors must ensure that any alterations or additions to the electrical installations or equipment must be compliant with the relevant part of the building regulations and any applicable British standards.