

AGHALEE VILLAGE HALL HEALTH & SAFETY POLICY

Aghalee Village Hall Management Committee agrees to take all reasonable steps to ensure that employees and visitors to the premises enjoy conditions that are safe and free from hazard to health. However, we would remind all persons using the premises that they also have a responsibility for their own safety and must pay regard to the safety of others. Staff will receive training to ensure they are competent to discharge their statutory duties and follow organisational procedures.

We would ask all persons using the premises to notify a member of the Management Committee immediately if conditions at the premises cease to be safe, or would constitute a hazard to health and safety. Contact numbers are by the telephone.

Should an incident or an accident occur on the premises, please follow the course of action as detailed below.

**IF THERE IS ANY DANGER FROM FIRE OR OTHER NOXIOUS HAZARD
CALL 999, EVACUATE THE HALL IMMEDIATELY BY SOUNDING THE FIRE BELL, AND RETIRE TO THE
DESIGNATED MUSTER AREA – ON THE FOOTPATH BESIDE THE NOTICE-BOARD - ONCE OUT - STAY
OUT - DO NOT RETURN FOR PERSONAL BELONGINGS**

OTHER ACCIDENTS OR INCIDENTS

1. If supervising Village Hall personnel are present:-

- Remove members of the user group from immediate danger and inform the personnel supervising immediately. A report should be made to members of the Management Committee as soon as possible. Sample forms are in the first aid bag. Emergency telephone numbers are beside the telephone.

2.If no Village Hall supervising personnel are present:-

- The person deemed to be in charge of the group is to remove members of the user group from immediate danger and contact a member of the Management Committee, immediately. Make arrangements for young persons under 18 to be collected immediately. Make a report as soon as possible. Sample forms are in the first aid bag.
- If anyone using the halls without supervision requires urgent removal to hospital, arrange this and try to contact next of kin as a matter of urgency. Make a report as soon as possible. Sample forms are in the first aid bag.
 - If a next of kin is unavailable, contact a member of the Management Committee as a matter of urgency. Make a report as soon as possible. Sample forms are in the first aid bag.
 - If no one is available, please accompany the person to hospital and telephone next of kin and committee member as before, from hospital. Make a report as soon as Possible. Sample forms are in the first aid bag.