

Part 2: Organisation of Health Safety & Environmental Policies

The Acaster Malbis Memorial Hall Trustees have overall responsibility for health safety & environmental conditions at Acaster Malbis Memorial Hall.

The person (s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name: Richard Karn

Telephone No: 07760 272442

Address: Mount Pleasant House, Mount Pleasant, Acaster Malbis, York YO23 2UP

Name: Catrina Appleby

Telephone No: 07845 234678

Address: Sycamore House, Mill Lane, Acaster Malbis, York, YO23 2UL

It is the duty of all staff, hirers, and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Acaster Malbis Memorial Hall Trustees 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, and the Bookings Secretary, 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 it should be quarantined in the: Storeroom

Part 2.1: Organisation of Health and Safety

The following Trustees have responsibility for specific items:

First Aid Box: Jenny Burt, Tina Hutchings

Reporting of Accidents: Jenny Burt, Richard Karn, Tina Hutchings

Fire precautions and checks: Richard Karn, Elizabeth Smith, Catrina Appleby

COSSH Training in use of hazardous substances and equipment: Tina Hutchings, Jenny Burt, April Voakes

Risk assessment and inspections: Karl Burt, Richard Karn, Catrina Appleby,

Information to contractors: Karl Burt, Richard Karn, Graham Langton, April Voakes

Information to hirers: Anna Doyle, Adam Doyle, Catrina Appleby, Richard Karn

Insurance: Catrina Appleby, Tina Hutchings

A plan of the hall is attached showing the location of

- A. Electricity cables
- B. Gas pipes
- C. Fire Exits, see Fire Strategy Plan
- D. Fire extinguishers, see Fire Strategy Plan
- E. Fuse box
- F. Stop Cock
- G. Boiler
- H. Internet router
- I. Overhead projector
- J. Loft access
- K. Defibrillator + Defib Power
- L. Fire Blanket
- M. Hand Sanitiser
- N. First Aid Box
- O. Emergency Lights, see Fire Strategy Plan

Acaster Malbis Memorial Hall

Version 1.2 April 23

