

Health and Safety Policy: Rusland Reading Room

1. It is the policy of the Rusland Reading Room Committee to provide healthy and safe conditions for all users of the Room, to comply with the health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or danger arising from its activities and operations.
2. Volunteers, hirers, visitors and contractors will be expected to recognise that there is a duty on them to comply with practices, guidelines and safety notices set out by the committee and to take care of themselves or others who might be affected by their activities.
3. The Committee carries out risk assessments (including fire risk assessments) and conducts regular safety checks as required by the legislation.
4. All hirers will be expected to read and sign the hiring agreement as evidence that they agree to the hiring conditions and 'Guidelines for Use' of the Room. They will be made aware of the red information folder (kept on the kitchen window sill) which contains a copy of the hiring agreement, risk assessments, location plans, fire precautions and procedures and this health and safety policy.
5. Contractors: All contractors will be expected to have adequate public liability insurance cover, and be responsible for the health and safety of themselves and their employees or sub-contractors.
6. Should anyone using the Room come across a fault, damage or other situation which might cause injury and which cannot be immediately rectified, they should inform the Bookings Secretary (Mr Gordon Wilkinson, 01229 860253) as soon as possible.
7. A plan of the hall is attached showing the location of fire extinguishers and fire blanket, fire exits, the electricity fuse box and distribution board, the stop-cock and oil boiler.
8. **Fire:**
 - a. A fire risk assessment is included in the red information folder on the kitchen window-sill.
 - b. In the event of a fire, evacuate the hall to the car-park, and ring 999. *(A mobile signal can generally be gained across the road and up by the main door of the church. The nearest land line is at Thwaite Moss, 1.4 mile along the road – left out of the car park).*
 - c. Please notify a member of the Committee as soon as it is safe to do so.
9. **Accident:**
 - a. The location of the nearest Accident and Emergency Department is:
Furness General Hospital, Barrow LA14 4LF
 - b. The location and telephone number of the nearest doctor's surgery is:
Hawkshead Surgery, Red Lion Yard, Hawkshead. LA22 0NU. Tel: 015394 36246
 - c. A mobile signal can generally be gained across the road and up by the main door of the church. The nearest land line is at Thwaite Moss, 1.4 mile along the road – left out of the car park.
 - d. The First Aid box is kept on the kitchen counter-top.
 - e. The Accident Book is also kept on the kitchen counter-top; please record any accidents or near-misses. Any accident must be reported to the Bookings Secretary (Mr Gordon Wilkinson, 01229 860253) as soon as possible.