

HEALTH & SAFETY GUIDANCE

1. Personal safety & event planning

When opening or closing the Hall alone:

- carry a mobile phone
- remain aware of your surroundings
- avoid admitting unknown people unless satisfied they have legitimate access

Before each session organisers should ensure that all assistants and volunteers:

- understand the evacuation procedures
- know where the emergency exits and the assembly points are
- know the location of first aid equipment
- know the procedure for incident management.

2. Information about Participants

For each session, organisers should:

- know how many people are present, including organisers and volunteers.
- maintain sufficient contact information for participants appropriate to the nature of the activity.
- For activities involving children or vulnerable adults, organisers should maintain emergency contact details and any essential medical information.

Personal information must be handled securely and in accordance with UK GDPR and the Data Protection Act 2018.

3. First Aid

Hirers should consider the nature of their activity and ensure that an appropriately trained first aider is available where reasonably necessary.

A mobile phone should always be available to contact the emergency services.

4. Incident management

Procedure for medical, intruder or other incidents

- Do not hesitate to call emergency services - police/paramedics as appropriate.
- Keep yourself and other attendees safe as best you can
- Deal with/contain the incident as best you can
- For non-trivial medical incidents, call the individual's emergency contact as soon as possible
- For a medical incident and always subject to advice from emergency services, if the affected person needs to go home:
 - organise a driver or call a taxi with someone else to accompany them
 - make sure there will be someone there to meet them and take over.
 - be prepared and aware of risks if they become more seriously ill en route.
- In all circumstances, report the incident promptly as described below

5. Incident Reporting

Incident reporting is required for:

- any non-trivial accident or medical incident
- damage of any sort to Liston Hall property, fixtures, fittings or equipment
- any concerns about aggressive behaviour, intruders or other safe guarding issues.

Significant incidents include those where:

- emergency services attended
- an intruder or security incident occurred
- the incident involved safeguarding concerns
- significant damage occurred
- the matter has not been fully resolved

All incidents must be reported promptly to the office in person if it is open or by a completed incident report form delivered to the office.

As stated in the Booking conditions, incident report forms are available in the First Aid boxes in the Kitchen and the Thames Room, on the notice board outside the office and can be downloaded from the website.

Significant incidents will be escalated by the office to the Executive Committee to consider further action.