

Folksworth, Washingley & Morborne Village Hall Management Committee

Health & Safety Policy and Procedures for Folksworth, Washingley and Morborne (FWM) Village Hall

1. Part 1 – General Statement of Policy

1.1. This document is the Health and Safety Policy of FWM Village Hall.

1.2. Our policy is to:

1.2.1. Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.

1.2.2. Keep the village hall and equipment in a safe condition for all users.

1.2.3. Provide such training and information as is necessary to staff, volunteers and users.

1.3. It is the intention of FWM Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

1.4. FWM Village Hall Management Committee considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

1.5. Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

1.6. There will be no use of hazardous substances and equipment.

2. Part 2: Organisation of Health and Safety

2.1. The FWM Village Hall Management Committee has overall responsibility for health and safety at FWM Village Hall.

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

Name: Megan Mawer

Position: Secretary

Telephone No: 07729 780398

Address: 81 Folksworth Road, Folksworth, Norman Cross, Peterborough PE7 3SR

2.3. It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds.

2.4. 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, the 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 information should be placed in the incident book in the meter cupboard as to the problem.

2.5. The following persons have responsibility for specific items:

- First Aid box: Matt Ramscar
- Reporting of accidents: Andrew Goodfellow
- Fire precautions and checks: Matt Ramscar
- Risk assessment and inspections: Matt Ramscar and Megan Mawer
- Information to contractors: Megan Mawer and Andrew Goodfellow
- Information to hirers: Megan Mawer
- Insurance: Sarah Abbott

***NOTE:** It is the responsibility for each hirer/user group to take responsibility for their own risk assessment

2.6. A plan of the hall is attached showing the location of electricity cables, gas pipes, frost heater, fire exits, fire extinguishers, fuse boxes, stop cock, boiler, Wi-Fi box and Assembly points.

3. Part 3: Arrangements and Procedures

3.1. Licence

3.1.1. The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity the hall is licensed for	Times for which the activity is licensed
The performance of plays	10:00 to 00.00 Friday 10:00 to 1:00
The exhibition of films	10:00 to 00.00 Friday 10:00 to 1:00
Indoor sporting events	10:00 to 00.00 Friday 10:00 to 1:00
Boxing or wrestling entertainment	10:00 to 00.00 Friday 10:00 to 1:00
The performance of live music	10:00 to 00.00 Friday 10:00 to 1:00
The playing of recorded music	10:00 to 00.00 Friday 10:00 to 1:00
The performance of dance	10:00 to 00.00 Friday 10:00 to 1:00
Making music	10:00 to 00.00 Friday 10:00 to 1:00
Dancing	10:00 to 00.00 Friday 10:00 to 1:00
The provision of hot food/drink after 11pm	10:00 to 00.00 Friday 10:00 to 1:00
The sale of alcohol	10:00 to 00.00 Friday 10:00 to 1:00

3.2 Fire Precautions and Checks

3.2.1. A copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, firefighting equipment and assembly point(s) is appended to this policy.

3.2.2. Person on the management committee with responsibility for testing for the fire risk assessment:
Matt Ramscar

3.2.3. Company hired to maintain and service fire safety equipment:

Name: Churches Fire

Address: <http://www.churchesfire.com/peterborough>

Tel No.: 0870 608 4350

Location of service record: In large Village Hall cupboard - certificate in notice board in lobby.

3.2.4. List of equipment and its location:

Item	Test interval
Emergency Lighting	Monthly
Fire Exits – main hall	Weekly
Firefighting appliances	Annually
Electrical installation	3 years next due 2026
Boiler	Annually

3.2. Procedure in case of accidents

3.3.1. The location of the nearest hospital Accident and Emergency/Casualty dept is:
Peterborough City Hospital, Bretton Gate, Peterborough PE3 9GZ

3.3.2. The location and telephone no. for the nearest doctor's surgery is:
Address: Yaxley Group Practice, Landsdowne Rd, Yaxley, Peterborough PE7 3J
Tel: 01733 240478

3.3.3. The First Aid Box is located in the Hall's lower meter cupboard and under the sink in the Community Room. The person responsible for keeping this up to date is: Matt Ramscar.

3.3.4. The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

3.3.5. Any accident must be reported to a member of the management committee.

3.3.6. The person responsible for completing RIDDOR forms and reporting accidents is: Andy Goodfellow.

3.3.7. The following major injuries or incidents must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Any penetrating injury to the eye (including chemical)
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

3.3.8. Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of a scaffold over 5m high
- Unintended collapse of a building under construction or alteration, or of a wall or floor
- Explosion or fire

3.3. Safety Rules

3.4.1. All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the Secretary about safety procedures at the hall which they will be expected

to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

3.4.2. Risk assessments are carried out by the responsible persons named in Part 2 using the template provided in Appendix A. This includes risk assessments on hazardous substances and fire. Any hazards identified through the risk assessment are noted and procedures to be adopted in order to minimise risk are outlined.

3.4.3. These are printed on a separate sheet on coloured paper and handed to hirers with the hiring agreement, so as to draw attention to them with the following statement:

“It is the intention of FWM Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- No Naked Flames
- No use of silly string (or equivalent) or foam aerosols
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested to include Christmas lights.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) use the trolleys provided.
- Do not stack more than five chairs.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Report any evidence of damage or faults to equipment or the building's facilities to the Secretary
- Report every accident in the accident book detailing the name and contact telephone number.
- Be aware and seek to avoid the following risks:
 1. Creating slipping hazards on stairs, polished or wet floors – mop spills immediately
 2. Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors

3. Use adequate lighting to avoid tripping in poorly lit areas
4. Risk to individuals while in sole occupancy of the building
5. Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
6. Creating toppling hazards by piling equipment e.g. in store cupboards

3.4. Contractors

3.5.1. The management committee will check with contractors (including self-employed persons) before they start work that:

3.5.1.1. the contract is clear and understood by both the contractors and the committee.

3.5.1.2. the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience.

3.5.1.3. contractors have adequate public liability insurance cover.

3.5.1.4. contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes).

3.5.1.5. contractors do not work alone on ladders at height - working at heights two people should be present. (If necessary a volunteer)

3.5.1.6. contractors have their own health and safety policy for their staff.

3.5.1.7. the contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.

3.5.1.8. any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

3.5. Insurance

3.6.1. The company providing the hall's Employer's Liability and Public Liability insurance cover:

Name and address of insurer: Allied Westminster, Allied House, Holgate Lane,
Boston Spa, LS23 6BN

Telephone no of insurer: 01937 845 245

Policy No: VH88/0047440/BS63203

Date of Renewal: Annually every June

3.6. Review of Health and Safety Policy

3.7.1. The management committee will review this policy annually. The next review is due in January 2026.

3.7.2. Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Name: _____

Position: _____

Signed: _____

Date: _____