

Health and Safety Policy and Procedures

Part 1 – General Statement of Policy

This document is the health and safety policy of Stroud Village Hall.

Our policy is to:

- a. Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.**
- b. Keep the village hall and equipment in a safe condition for all hirers**
- c. Provide training and information as is necessary to staff, volunteers and users.**

Stroud Village Hall Management Committee seeks to comply with all relevant 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.

Stroud Village Hall Management Committee considers the promotion of the health and safety of 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other 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.

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Signed (On behalf of the Management Committee)

Name:

Position:

Date:

Part 2: Organisation of Health and Safety

The Stroud Village Hall Management Committee have overall responsibility for health and safety at Stroud Village Hall and takes day to day responsibility for the implementation of this policy.

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 cooperate with the management committee 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 Hall Manager 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 placed in the storage cupboard.

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The following persons have responsibility for specific items:

First Aid Box: [Hall Manager](#)

Reporting of accidents: [All hall users](#) (including employees, volunteers, hirers, visitors and trustees) are responsible for reporting any accident/s to the Hall Manager

Fire precautions and checks: [Hall Manager](#)

Risk assessment and inspections: [Management Committee](#)

Information to contractors: [Hall Manager](#)

Information to hirers: [Hall Manager](#)

Insurance: [Management Committee](#)

Part 3 – Arrangements and Procedures

3.1 Licence

The sale of alcohol is prohibited but may be considered by the Stroud Village Hall Management Committee. A Temporary Event Notice from East Hampshire District Council must be obtained by the hirer.

Stroud Village Hall holds a Performing Rights Music licence.

3.2 Fire Precautions and Checks

The management committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. A copy is kept in the Fire Safety File available from the Hall Manager.

The Committee conduct fire risk assessments annually and take necessary steps to reduce the risk of fire to being as low as possible. All Trustees and Staff are responsible for reporting any obstructions to the fire doors or fire evacuation points.

We also have a responsibility to ensure that all users and hirers of the hall are aware of the fire regulations. Any users should be provided with written instructions as to how to comply with our fire safety policy. A signed copy of these instructions is held by the Management Committee and forms part of our hire agreement.

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The Committee will ensure that all firefighting equipment is maintained and serviced and remains in position to be used if required. Fire safety equipment is regularly checked as agreed by the Management Committee as follows:

Item:	Test Interval:	By:
Fire exits and fire alarm:	Weekly	Hall Manager
Fire extinguishers (visual check):	Monthly	Hall Manager
Emergency lighting	Monthly	Hall Manager
Fire extinguishers (full service)	Yearly	Qualified engineer
Fire alarm (full service)	Six monthly	Qualified engineer
Electrical Installation	3-5 years	Qualified electrician

In the event of a fire:

1. Persons discovering a fire should sound the nearest 'Break Glass' Alarm.
2. The first duty of all staff, and/or individual hirers is to evacuate all people from the Hall by the nearest Fire Exit. Do not re-enter the building.
3. All persons must evacuate the building using the nearest fire exit, and where possible and without any personal risk, leave all windows and doors closed.
4. Ensure that no-one remains in the building and that everyone is accounted for at the agreed assembly point which is in the car park.
5. No one should leave the assembly point without notifying the responsible Hirer, or member of staff.
6. The Fire Brigade should be called immediately by dialling 999. There is not a phone at the Village Hall so a mobile will need to be used or raise the alarm via a local business or resident.

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7. When the Fire Brigade arrives the staff member or Hirer must advise whether all persons are accounted for and have vacated the building.

If the fire alarm sounds continuously then the above process must also be followed. **Nobody should re-enter the hall until the Fire Officer has confirmed it is safe to do so.**

All user groups are responsible for understanding how to use fire equipment in place at the hall, practising and promoting fire prevention and knowing the right actions to take if a fire breaks out at the hall or smoke is detected. All need to be familiar with the evacuation process and escape routes appropriate to their location and should practice these evacuation processes on a regular basis.

3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is:

Queen Alexandra Hospital

Southwick Hill Road, Cosham, Portsmouth, Hampshire, PO6 3LY

023 9228 6000

The location and telephone number for the nearest doctor's surgery is:

The Swan Surgery

Swan Surgery Swan Street, Petersfield GU32 3AB

01730 264011

The First Aid Box is located in:

The kitchen cupboard above the oven, labelled with a First Aid Sign

The person responsible for keeping this up to date is:

The Hall Manager

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

Any accident must be reported to the Hall Manager.

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The person/s responsible for completing RIDDOR forms and reporting accidents are:

The Stroud Village Hall Management Committee

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

- *Fracture, other than to fingers, thumbs or toes*
- *Amputations*
- *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 substances or biological agent*
- *Acute illness requiring medical treatment or loss of consciousness arising from absorption or 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 materials*

Safety Rules

The following practices must be followed in order to minimise risk:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- 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

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- Do not attempt to move heavy or bulky items such as stacked tables or chairs – use the trolleys provided.
- Do not stack more than five chairs (except on storage trolleys)
- Do not attempt to carry or tip a hot water boiler when hot. Leave it to cool.
- Do not allow children in the kitchen unless under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for serving food at functions). Avoid overcrowding the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning products or other toxic materials.
- Report any evidence of damage or faults to equipment or the buildings facilities to the hall manager.
- Report every accident in the accident book and advise the Hall Manager as soon as possible.
- Mop any spills immediately to avoid a slipping hazard.

Hirers are responsible for:

- Reading the whole of the hiring agreement and must sign the hiring form as evidence that they agree to the hiring conditions. The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers.
- Familiarising themselves with the fire safety policy, precautions as displayed and the location of the fire equipment and exits. At the start of each period of hire, it is the Hirer’s responsibility to inform their groups of the Fire Exits and the routes to them. Smoke detectors are sited throughout the building. All normal precautions against outbreaks of fire must be observed and no gas cylinders or goods or materials creating an excessive fire risk may be brought into the premises. In no circumstances must any emergency exits be blocked by tables, equipment or personal belongings.
- Completing an accident form following any accident at the hall and informing the Hall Manager as soon as possible. The First Aid Kit and Accident Book are located in the kitchen.
- Ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.
- The hirer is advised to provide insurance cover for members/participants and equipment. The Management Committee is responsible for ensuring the premises provided are fit and safe for use but the Hirer is responsible for the safe use of any

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equipment whilst on the premises (such as bouncy castles) and for undertaking any necessary risk assessments for group members/participants and safety checks for equipment.

Food Hygiene

- Hirers of the Hall should ensure they comply with relevant Food Hygiene legislation in relation to their activities.
- For further advice regarding food hygiene in village halls or at community events, please visit the Food Standards Agency website and search 'Providing food at community and charity events'.

Contractors

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

- The contract is clear and understood by both the contractors and the committee.
- The contractors are competent to carry out the work (e.g. have appropriate qualifications and experience)
- Contractors have appropriate public liability insurance cover.
- Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- Contractors have their own health & safety policy for their staff.
- The contractor knows which member of the committee is responsible for overseeing their work is as asked and to a satisfactory standard.
- Any alterations or additions to the electrical installation or equipment must conform to the current regulations of the Institute of Electrical Engineers

Insurance

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Stroud Village Hall, Stroudfields, Ramsdean Road, Stroud, Petersfield, Hampshire. GU32 3FS.
Website <https://stroudvillagehall.org/> Email: manager@stroudvillagehall.org
Registered Charity No. 1082925

Stroud Village Hall holds Employers Liability and Public Liability Insurance.

Policy details are as follows:

Name of Insurer: Hiscox
Address: 22 Bishopsgate, London, EC2N 4BQ
Policy No: 42300834
Date of renewal: 27 February 2024

Review of Health and Safety Policy

The management committee will review this policy annually. The next review date is due in:

January 2025

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.

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 Website <https://stroudvillagehall.org/> Email: manager@stroudvillagehall.org
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