

Secretary Health and Safety Policy

Purpose

Needingworth Village Hall Management Committee (the Trust) has drawn up this policy to set out procedures and areas of responsibility to ensure, as far as it can, the health and safety of hirer(s) of the Village Hall (the Hall). The Trust is responsible for running the Hall and recognises its duty to ensure the safety of people using it.

Part 1: General Statement of Policy

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

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work alongside training and information for our employees, volunteers, committee members and hirer(s)
- Keep the village hall and equipment in a safe condition for all hirer(s)

It is the intention of the Trust 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.

The Trust 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 Trust 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 hirer(s) to engage in the establishment and observance of safe working practices.

Employees, hirer(s) and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trust, 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.

Signed: (On behalf of the Trust) Debbie Williams

Position: Chair

Date adopted and signed: confirmed in monthly committee meeting on the 15th July 2024.

This document will be reviewed annually or when changes occur which may impact the policy e.g. change in service provider, change in Chair details.

The next review is due on the 31st July 2026

A copy of this policy is available on the Needingworth Village Hall website.

Organisation of Health and Safety

The Trust has overall responsibility for health and safety at Needingworth Village Hall.

The person delegated by the Trust to have day to day responsibility for the implementation of this policy is: Debbie Williams (Chair) Telephone No: 07767608753, c/o Needingworth Village Hall.

It is the duty of all employees, hirer(s) and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Trust in keeping the premises safe and healthy, including car park and playing field area entirely.

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 Bookings Secretary as soon as possible, by email bookings@needingworthvillagehall.com , 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.

Roles and responsibilities:

Item	Responsibility
First Aid Box	Mark Hebert
Reporting of accidents and Accident report form	Bookings Secretary
Fire precautions and checks	Chair
Training in use of hazardous substances and equipment	Chair
Risk assessment and inspections	Chair
Information to contractors	Roy Fountain
Information to hirer(s)	Bookings Secretary
Insurance	Vice Chair

Mitigation of Risk

To mitigate risk the Trust takes the following steps:

- Inclusion of a discussion and report on Health and Safety at every meeting of the Trust. Committee members with responsibility for aspects of this policy will provide updates to the committee of any accidents or other matters which could impact on the health and safety of users or employers of the village hall.
- Carrying out a full Risk Assessment every year or sooner if deemed necessary by the Committee
- Ensuring that there is a copy of the current Health and Safety Policy published on the Village Hall website and linked to the booking agreement

A plan of the Hall can be found in Appendix Aa and shows the location of escape exits, the fuse box and fire extinguishers.

The HSE law poster is displayed on the notice board in the foyer.

Arrangements and Procedures

1.1.1. Licence

The Hall has a Premises Licence authorising entertainment and certain activities including the sale of alcohol under the Licensing Act 2003. A copy of the Premises Licence can be obtained from the Chair. Licence number HDC/ PRE00083

Activity	Is the hall is licensed for it?	Times for which the activity is licensed	Indicate activities to take place at your event
a) Live music indoors	Yes	10am-11pm	Musical groups
b) Recorded music indoors	Yes	10am-11pm	Disco, Dancing
c) Performance of dance indoors	Yes	10am-11pm	Disco, ballroom
d) Anything similar to a, b, and c	Yes	10am-11pm	Keep fit, Pilates, karate
e) Facilities for making music indoors	Yes	10am-11pm	Musical groups
f) Facilities for dancing indoors	Yes	10am-11pm	DJ/ dance/ disco
g) Anything similar to d, e and f	Yes	10am-11pm	Disco, ballroom
h) The sale of alcohol	Yes	Up to 11pm	General

1.1.2. Fire Precautions and Checks

The individual hiring the Hall, referred to as the "Responsible Person," assumes the role of being in charge of the Hall during the rental period.

The Responsible Person is strongly advised to keep a record of the names of all attendees at the event.

In the event of a fire, the Responsible Person must:

1. Instruct all individuals to evacuate the building immediately using the nearest Emergency Exit and gather at the front of the Hall.
2. Conduct a roll call
3. Regardless of the size of the fire, the FIRE BRIGADE MUST BE CONTACTED IMMEDIATELY on 999, providing the address: Needingworth Village Hall, Overcote Lane, Needingworth, Cambridgeshire, PE27 4TU.
4. Ensure that once the Hall is evacuated, no members of the public are allowed to re-enter the building under any circumstances.
5. Upon the Fire Brigade's arrival, inform the Officer in Charge that a Roll Call has been conducted and confirm that all individuals are safe or identify any missing persons.
6. Attempt to use the firefighting equipment within the Hall to extinguish the fire ONLY if it is deemed safe to do so and if trained to use the equipment.
7. After completing the above steps, promptly inform the Bookings Secretary or a Committee member about the situation.

The person on the Trust with responsibility for testing for the Fire Risk Assessment is the Chair. (A copy of the Risk Assessment and Fire Safety Inspection Report is at the end of this document.

The company hired to maintain and service fire safety equipment is: Britannia Fire & Security Ltd / Cromwell Fire Ltd , Magnet House, 41 Mere View Industrial Estate, Yaxley PE7 3HS / Cromwell House, Heath Road, Warboys PE28 8ZU Tel No: 01733246990 / 01487 823022

A copy of the service record can be found in the locked Fire document cabinet at the Hall.

1.1.3. Equipment and its location:

Item	Test/ check interval	Location
Residual Current Device	Monthly	Small meeting room
Emergency Lighting	Monthly	All areas
Fire Exits – main hall	Monthly	See Appendix A
Fire extinguishers	Monthly	See Appendix A
Electrical fire blanket installation	Monthly	Kitchen
First aid kits	Monthly	In the lobby and under the kitchen sink cupboard.
Defibrillator	Not tested by the Trust	Outside reception on the wall
Emergency bleed control kit	Not tested by the Trust	Outside reception on the wall

1.1.4. Procedure in case of accidents

1. All hirer(s) of the Hall must familiarise themselves with the location and details of the first aid facilities available.
2. **For any emergency we advise ringing 999, providing the village hall address: Needingworth Village Hall, Overcote Lane, Needingworth, Cambridgeshire, PE27 4TU.**
 - The location of the nearest hospital Accident and Emergency department is: Hinchingsbrooke Hospital Hinchingsbrooke Park Huntingdon Cambridgeshire PE29 6NT Please call 01480 416416 for non-emergency enquiries.
 - The location of the nearest fire service is Cambridgeshire Fire and Rescue Service, Headquarters, Hinchingsbrooke Cottage, Brampton Road, Huntingdon, Cambridgeshire, PE29 2NA. Please call 01480 444500 for non-emergency enquiries
 - The location of the nearest police station is Parkside, Cambridge, Cambridgeshire, CB1 1JG 014. Please call 101 for non-emergency enquiries
3. An accident or injury, no matter how minor, should be promptly reported to the Bookings Secretary, and an Accident Report Form RIDDOR, which is kept in the kitchen, must be completed without delay.

4. The Chair of the Hall holds the responsibility for investigating any injuries or accidents, maintaining accident records, and submitting necessary reports under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR).
5. The investigation will include a review of the severity of the incident and the potential chance of recurrence and recommendations will be made to ensure mitigation of future incidents if deemed appropriate.

Safety Rules & Mitigating Risks

All hirer(s) 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 hirer(s) will be referred to the Health and Safety policy which is available on the Trusts website, which they will be expected to follow.

The Trust has conducted a comprehensive Risk Assessments for the Hall, encompassing potential hazards such as hazardous substances and fire. A copy of these Risk which is available on the Trusts website.

All hirer(s) of the Hall are required to acknowledge their responsibility in adhering to the practices established by the Trust, following the safety guidelines outlined in the hiring agreement, and abiding by safety notices displayed on the premises. They must accept the responsibility to take necessary measures to prevent harm to themselves and others.

All hirer(s) must adhere to the following practices in order to minimise risks:

- Avoid using damaged or exposed electrical equipment.
- Do not leave electrical appliances unsupervised while in use.
- Prevent plug sockets from being overloaded.
- Unplug electrical appliances when leaving the Hall, if possible.
- Never leave portable electrical devices unattended.
- Only bring electrical appliances that meet safety standards onto the premises.
- Secure trailing wires and cables with high-visibility tape to prevent tripping hazards.
- Refrain from bringing flammable liquids into the Hall.
- Do not light naked flames, including candles and fireworks.
- Keep combustible material away from potential ignition sources.
- Do not smoke or vape inside the Hall or its surroundings.
- All children under the age of 18 must be supervised by a responsible adult at all times.
- Children should not be allowed in areas that have a higher risk e.g. kitchen, storage cupboards
- Advice and guidance on stacking chairs and tables should be followed and equipment provided should be used to stack
- Do not let children adjust heating settings.
- Do not block emergency exit doors.
- Avoid creating trip hazards in corridors (buggies, umbrellas, etc.).
- Do not carry or tip hot water urns.
- Keep the premises and grounds free from rubbish.

- Report equipment issues and accidents to the Bookings Secretary immediately.
- Swiftly address slip hazards on polished/wet floors.
- Wear protective gear when cleaning.
- Prevent kitchen overcrowding and running.
- Use good lighting to avoid tripping.

Employees

The Trust is committed to the following actions:

- The Trust member responsible for management of employees will ensure each employee will have a General Risk Assessment carried out before they start work.
- Providing and maintaining safe working areas and equipment. Where needed, appropriate protective clothing like gloves and safety glasses will be supplied.
- Ensuring adequate information, instruction, training, and supervision are provided to its staff. This will enable them to carry out their work safely, avoid hazards, and actively contribute to their own health and safety at the workplace.
- Offering an opportunity for staff to ask questions and seek advice regarding health and safety matters. They will be informed of the appropriate contacts to reach out to in case of any concerns.
- Regularly monitoring and reviewing the management of health and safety at the workplace. Any necessary changes identified during this process will be promptly communicated to all staff members.

Contractors

The Trust 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 Trust
- they are competent to carry out the work and have their own health and safety policy for their staff e.g. have appropriate qualifications, references, experience
- they have adequate public liability insurance cover
- they have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- they do not work alone on ladders at height
- they know which member of the Trust is responsible for overseeing that their work is to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers
Insurance: A copy of the Insurance is displayed on the Notice Board inside the hall

Appendix A plan of the hall

