

**HEALTH AND SAFETY
POLICY**

HERTFORD HEATH VILLAGE HALL

February 2025

Document Control

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Signed and dated.....

Chair: Mr Robert Hole

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Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Hertford Heath Village Hall

Our policy is to:

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

It is the intention of Hertford Heath 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.

Hertford Heath Village Hall Management Committee considers the promotion of the health and safety of its volunteers, committee members and hirers and those who use its premises, including contractors who may work there, to be of great importance. The Management Committee recognise 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 volunteers, committee members and hirers to engage in the establishment and observance of safe working practices.

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.

Signed: (On behalf of the Management Committee) _____

Name: _____

Position: _____ Date: _____

Part 2: Organisation of Health and Safety

The Hertford Heath Village Hall Management Committee has overall responsibility for health and safety at Venue.

The person delegated by the management committee to have day to day responsibility for the implementation of this policy is:

Name: Mr Robert Hole (Chair)

Telephone No: 07967 149095

Address: 115 Trinity Road. Hertford Heath. SG13 7QS

It is the duty of all 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.

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 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, if possible in: **THE JOHN BENSON ROOM**

The following persons have responsibility for specific items:

First Aid box	Chair – Robert Hole
Reporting of accidents	The Hirer
Fire precautions and checks	Robert Hole / Laura Hadley-Stayte
Risk assessment and inspections	Robert Hole / Laura Hadley-Stayte
Information to contractors	Robert Hole
Information to hirers	Robert Hole / Paula Parker
Insurance	Allison Devonish

Part 3: Arrangements and Procedures

3.1 License

The village hall does not have a License, any hirers for the selling of alcohol are advised to obtain a license.

3.2 Fire Precautions and Checks

See Appendix A for copy of current Fire Risk Assessment, including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, firefighting equipment, and assembly point.

Person(s) on the management committee with responsibility for the annual update of the fire risk assessment are:

Mr. Robert Hole / Laura Hadley-Stayte

Company hired to maintain and service fire safety equipment:

Name: T & J Fire & Security

Address: 5 Martinfield Business Centre Martinfield WGC AL7 1HG

Tel No.: 01707 326093

Location of service records: on individual fire extinguishers

List of Equipment and its location. For example:

Item	Test interval (e.g. weekly/ monthly/annual)	Location
Emergency Lighting	Monthly	Above all fire doors
Fire Exits	Weekly	Opposite each other in Main Hall

Firefighting appliances	Annually	Main Hall, Kitchen
Electrical installation	3 years	Kitchen

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is: QE11 - Welwyn Garden City

The location and telephone no. for the nearest doctor's surgery is:
Hertford Hanscombe House 01992 582025

The First Aid Boxes are located in:

1. SIDE OF CUPBOARD IN KITCHEN (WITH ACCIDENT BOOK) AND ALSO

2. IN KITCHEN CUPBOARD

The person responsible for keeping this up to date is: Chair – Robert Hole
The accident book is kept with the First Aid Box. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is: The Chair – Mr. Robert Hole.

The person responsible for completing RIDDOR (*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*) forms and reporting accidents is: The Chair – Mr. Robert Hole.

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.

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

Safety Rules

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 booking 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.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted to minimise risk. These could be printed as a separate sheet on coloured paper which is handed to hirers with the hiring agreement, so as to draw attention to them. For example:

It is the intention of Hertford Heath 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.

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 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**
- **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. (PAT tested)
- **Do not** attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys ~~provided~~
- **Do not** stack more than eight 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 over- crowding 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: Committee member - details to be found on notice board
- **Report** every accident in the accident book and to: Mr Robert Hole
- **Be aware and seek to avoid** the following risks:
 - creating slipping hazards on stairs, polished or wet floors – mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - use adequate lighting to avoid tripping in poorly lit areas
 - risk to individuals while in sole occupancy of the building
 - risks involved in handling kitchen equipment e.g. cooker, water heater and knives
 - creating toppling hazards by piling equipment e.g. in store cupboards.

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, references, experience
- contractors have adequate 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 and safety policy for their staff
- the contractor knows which member of the committee is responsible for overseeing that their work is as asked and 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

Give details of the company providing the hall's Public Liability insurance cover:

Name and address of insurer: Allied Westminster

Allied House

Holgate Lane

Boston Spa

Wetherby

LS23 6BN

Telephone no of insurer: 01937 845245

Policy Number: VH 88/047440/BS67299 Aviva

Review of Health and Safety Policy

The Management Committee will review this policy annually.

The next review is due: February 2026

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 volunteers.