



## **Wenhaston Village Hall**

Charity Number: CN 1001694

Custodian Trustees: Parish Council

Managing Trustees: Management Committee

# Health & Safety Policy

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## **General**

The Management Committee acknowledges its “duty of care” under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property. The Committee acknowledges its statutory duty under the Health and Safety at Work Act, 1974 to take “reasonably practicable” steps to ensure the health and safety of employees and others who use Wenhaston Village Hall, i.e. volunteers, members of the public and contractors.

In addition to these general responsibilities, the Management Committee acknowledges that other legislation has introduced specific Health and Safety requirements. These cover (but are not limited to) The Electricity at Work Regulations 1989; The Management of Health and Safety at Work Regulations 1999; The Workplace (Health, Safety and Welfare) Regulations 1992; The Provision and Use of Work Equipment Regulations 1988; The Manual Handling Operations Regulations 1992; The Personal Protective Equipment at Work Regulations 1992; The Control of Substances Hazardous to Health (CoSHH) Regulations 1994; The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR); The Occupiers Liability Act 1984; The Water Supply Regulations 1999; The Control of Asbestos at Work Regulations 2002; The Food Safety Act 1990; The Food Premises (Registration) Regulations 1991; The Food Safety (General Food Hygiene) Regulations 1995; The Food Safety (Temperature Control) Regulations 1995; The Food Law (EU) Regulations; The Children Act 1989; Fire Safety: The Licensing Act 2003, Fire Precautions (Workplace) Regulations 1997/1999 & the Regulatory Reform (Fire Safety) Order 2004 in those areas where they affect the Hall.

## **Description of premises**

Wenhaston Hall was built in 1975 and is situated in the middle of the village. The building consists of an entrance lobby and small Post Office, the main hall (with stage, curtains and a side room), two meeting rooms, a kitchen connected to the main hall, ladies’, gents’ and disabled toilets and a loft storage area. There is a good-sized car park on two sides of the hall, with a driveway to the boiler shed to the side and a narrow pathway and retaining wall at the rear of the hall.

The village hall is a Registered Charity and is run by a Management Committee comprising twelve representatives from local user groups, three village representatives and three elected members of the public. The Parish Council are Custodian Trustees and the members of the Committee are the Managing Trustees of the Charity.

The hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which require a licence. A written agreement between the village hall and the Hirer forms the basis of the hiring arrangement. The Booking Form and Conditions of Hire draw the hirer’s attention to the health and safety obligations that the booking places upon them.

## **Principal uses of the village hall**

The village hall is used for a wide variety of functions. These include parties, dances, concerts and celebrations, coffee mornings, book launches and wakes, concerts and theatrical productions, jumble sales and markets, blood donors and health screening, men’s breakfast, quizzes and bingo, kurling and cinema. Others include regular fitness, educational and social groups who meet

weekly or monthly, badminton, ukulele, arts and crafts, wine club, “drop in club”, chair exercise, table tennis, Qi Gong, WEA courses, WI, photography group, “Pics in the Sticks” and a monthly produce, craft and flea market.

A Fire Risk Assessment has been conducted by the Management Committee to cover all aspects of the hall.

The Management Committee encourages all hall users to make themselves aware of the exit routes, the fire fighting equipment and the plan of the hall detailing the location of the equipment and the escape routes. The plan is available to all hall users and is displayed in the lobby by the fire alarm panel, in the kitchen by the back door and in both committee rooms.

### **General statement of policy**

1. To provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, Committee members and hirers
2. To keep the hall and equipment in a safe condition for all users.
3. To provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the 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.

The 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 on the premises, 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 (including casual labour), Committee members and hall users to engage with the observance of safe working practices.

Employees (including casual labour), 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 either directly or indirectly in the Conditions of Hire and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

## Organisation of Health and Safety

Wenhaston Hall Management Committee has overall responsibility for Health and Safety at Wenhaston Village Hall, Narrow Way, Wenhaston, Halesworth, Suffolk, IP19 9EP.

The person delegated by the Management Committee who has the day-to-day responsibility for the implementation of this policy is:

**Name: Lyn Gedny**

It is the duty of all employees (including casual labour), 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.

It is also the duty of those hiring the hall to read the rules governing the use of the hall and any other documents that may from time-to-time be provided to users by the Management Committee.

It is the Hirer's responsibility to ensure that the relevant attendants at a function, for example stewards or door supervisors are familiar with the fire exits, escape routes and fire- fighting equipment.

Should anyone using the hall come across a fault, any damage or another situation which may cause injury and cannot be rectified immediately, they should inform the person above, the Bookings Secretary or a member of the Management Committee, 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. If possible, the equipment should be removed from the hall.

### The following persons have responsibility for specific items

<b>First Aid box</b>	<b>Jan Clements</b>
<b>Reporting of accidents - user/injured party</b>	<b>Jan Clements</b>
<b>Fire precautions and checks</b>	<b>Lyn Gedny</b>
<b>Training in use of hazardous substances and equipment</b>	<b>Lyn Gedny</b>
<b>Risk assessments and inspections</b>	<b>Lyn Gedny/Chairman</b>
<b>Information to contractors</b>	<b>Chairman/Booking Secretary</b>
<b>Information to hirers</b>	<b>Booking Secretary</b>
<b>Insurance</b>	<b>Chairman/Treasurer</b>

## Fire Precautions and Checks

The Management Committee has produced a Fire Risk Assessment document that should be read by all users of the hall. This Health and Safety Policy contains some elements which are duplicated below. However, the dates of the various fire checks and tests are within the Fire Risk Assessment. There is a copy of the fire notice at Appendix 3.

The organisation with responsibility for the servicing and testing of the fire-fighting equipment is: *FlameSkill, 1 Morton Peto Estate, Morton Peto Road, Gapton Hall Industrial Estate, Great Yarmouth, NR31 0LT. Tel. 01493 440464 Email [admin@flameskill.co.uk](mailto:admin@flameskill.co.uk)*

The hall fire fighting equipment is inspected annually and inspection certificates are placed on each piece of fire fighting equipment. The fire fighting equipment is listed in the Fire Risk Assessment.

For any fire incidents the Fire Brigade must be called on 999. See the Fire Notice at Appendix 3 for location of telephones. A member of the Management Committee must be informed if any incident occurs where the fire was safely extinguished using the fire fighting equipment.

### Checking of potential electric hazards and cycle of checks for other emergency systems

Item	Test Interval	Note ref.
Portable electric appliances	Annually	1 and 4
Electrical installation	Every 5 years	1 and 4
Fire-fighting appliances	Annually	2
Emergency lighting	Monthly	3
Fire exits	Weekly in rotation	3
Fire alarms	Call points and fire panel weekly in rotation	3
Smoke detectors	Monthly	3

### Notes

1. These will be carried out by an appropriate qualified electrician. The Certificate / Notification is held within the Maintenance Folder.
2. This will be carried out by an appropriate qualified practitioner. A copy of the Certificate of Inspection is kept within the Maintenance Folder.
3. These will be carried out by members of the Management Committee with the dates and names being kept within the Fire Alarm and Emergency Lighting Maintenance/Test file.
4. Tom Milne, Milne Electrical, Tel 07846 334713 [milneelectrical@outlook.com](mailto:milneelectrical@outlook.com) carries out the annual check on portable electrical devices and checks the electrical installation.

## Procedure in case of accidents

- The nearest hospital Accident and Emergency/Casualty dept is James Paget University Hospital, Great Yarmouth, Tel 01493 452452. It is 17.7 miles away from the village hall.
- The nearest doctor's surgery is Cutlers Hill Surgery, Bungay Road, Halesworth, IP19 8SG. Tel 01986 874618 or 01986 834011. There is a Minor Injuries Service; you do **not** have to be a patient and it is open from 8.30am to 6.00pm.
- Ring NHS 111.
- There is a defibrillator located outside the main entrance to the village hall.
- The First Aid Box is located in the Kitchen. The nominated person for keeping this up to date is Jan Clements.
- 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 Management Committee. The member responsible for this is: **Jan Clements**.

The person responsible for completing RIDDOR forms and reporting accidents is **Jan Clements**. **NB. that RIDDOR forms relate only to** people working within the hall or its grounds who are being paid by the Management Committee, either as employees or as casual labour.

The following major injuries or incidents **to people working within the hall or its grounds** 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 admission 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 there 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 are required to read the whole of the Hiring Agreement and should sign the Booking Form as evidence that they agree to the hiring conditions. All new hirers are also 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 equipment) and will be advised of the location of the Accident Book and Policies Folder where the policies are: e.g. Fire Risk Assessment and Health and Safety Policy etc.

It is the intention of the 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, casual labourers, hirers and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the Management 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:**

- Thoroughly read the *Conditions of Hire* document which is available on the Management Board in the hall lobby and within the Policies File in the kitchen.
- Make sure that all emergency exit doors are clear 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 appliances operating while unattended.
- Do not bring portable gas appliances into the building.
- Do not use naked flames within the building.
- Do not bring onto the property any portable electrical appliances that have not been Portable Appliance Tested.

- Take care when moving heavy or bulky items.
- Do not stack the red hall chairs more than 5 high.
- Stack tables in accordance with the instructions given.
- Do not attempt to carry or empty 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 serving of food at functions or when cooking).
- Avoid over-crowding in the kitchen and do not allow running.
- Read the basic rules on *Food Hygiene*; these are listed in Appendix 4.
- 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 Booking Secretary or a member of the Management Committee.
- Report every accident in the Accident File in the kitchen and to Richard Atkins.

**Be aware and seek to avoid the following risks:**

- Creating slipping hazards on polished or wet floors – mop up spills immediately.
- Creating tripping hazards such as buggies, umbrellas, mops and other items left in the building.
- 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 stacking equipment e.g. in store cupboards.

**Contractors and casual labour**

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

- The contract or document stating the list of work to be carried out is clear and understood by both the contractors and the Management Committee.
- The contractors are competent to carry out the work e.g. have appropriate qualifications, references and 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).
- 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 their work and that it is carried out as requested 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.

### **Asbestos**

There is no asbestos within the hall that we are aware of.

### **Insurance**

The Insurance policy for the hall is with Zurich Insurance plc arranged through Business Services at Community Action Suffolk via Village Hall Plus Group Insurance, telephone number 01473 345400.

**The Policy number: VVH 272 039 2023**

**Insured: Wenhaston Village Hall**

**Renewal date is: annually on 1<sup>st</sup> April**

**Public Liability indemnity is: £10,000,000**

**Hirers' Liability indemnity is: £2,000,000**

**Employers' Liability indemnity is £10,000,000**

**Libel and Slander indemnity is £250,000**

### **Review of Health and Safety Policy**

The Management Committee reviews this policy annually in March.

Committee Members with responsibility for aspects of health and safety report to the Management Committee regularly, including any accidents, faults, misuse by hirers or other matters that could affect the health and safety of users or employees.

### **Periodic fire safety checklist**

This is not intended to take the place of the Hall Fire Risk Assessment, but lists those areas The Committee check as a means of ensuring that safety standards are being maintained:

- Has the structural fire resistance been impaired by alterations and repairs?
- Have any alterations or repairs been planned, or carried out, which might affect the fire resistance?
- Have any improvements or decorating been planned or carried out, that might affect flame spread characteristics of surface linings?
- Have any furniture, curtains or drapes been brought in or are going to be delivered, that need consideration of their flammability properties?
- Are curtains (other than stage curtains) clear of the floor?
- Are the self-closing mechanisms of fire doors operating and closing the doors properly?

- Are emergency exit push-bar devices functioning correctly?
- Are fire exits and escape routes clearly marked and illuminated?
- Are the lighting and emergency lighting systems adequate and functioning correctly?
- Is the means of ensuring that the maximum permitted number of people entering the hall is not exceeded, operating?
- Are the floor coverings in good condition?
- Has the electrical equipment and supply been professionally checked?
- Has the fire fighting equipment been serviced?
- Are the no smoking rules being adhered to?
- Are the areas open to the public free of combustible stores?
- Is rubbish being kept safely and removed frequently?
- Are the security measures functioning?
- Do all Committee Members know how to use the fire fighting equipment and are they able to brief hirers?
- Are there any hazards anticipated or overlooked?

### Risk Assessment

The following pages depict the Assessments carried out by the Management Committee. This list is not meant to be definitive as risks can occur as a result of misuse of the hall and/or its equipment. Any changes to hall equipment (fixtures or fittings) will cause a re-assessment of that area. Certain users might need to carry out their own risk assessment, particularly if using specialist equipment.

### Risk rating scores:

	Probable frequency (F)	Severity (S)
1	Improbable	Trivial injuries
2	Possible	Minor injuries
3	Occasional	Major injury to 1 person
4	Frequent	Major injury to many people
5	Regular	Death of one person
6	Common	Multiple deaths

**The Risk rating (R ) is derived by adding the Probable frequency (F) to the Severity (S).  
A Risk rating of 5 or more requires further action.**

**Appendix 1a: Risk Assessment record**

**The hall building in general:**

In all locations of the hall the Management Committee expects a level of common sense to be used by all users. As those under 21 are not permitted to hire the hall directly, it is expected that all children are supervised by an adult.

Persons considered at risk: All users, casual labour & contractors.

	<b>Hazard</b>	<b>F</b>	<b>S</b>	<b>R</b>
1	Electric sockets. Note that this is considered a low risk of injury due to the Electrical Safety Standards and Testing.	1	1	2
2	Portable electric appliances. This is considered to be a low risk due to the Electrical Safety Standards and Portable Appliance Testing.	1	1	2
3	Fixed electric appliances. Note that this is considered to be a low risk due to the Electrical Safety Standards and Testing.	1	1	2
4	Slipping on the floor when wet. Due to the timing of the cleaning regime, the floors are expected to be dry before the presence of anyone else. The mats in the entrance lobby should ensure that moisture is not carried into the main hall during wet weather.	1	2	3
5	Things falling out of cupboards. The Management Committee ensures that its own casual labourers and/or contractors are aware of stacking items so they do not fall out from the commonly accessed cupboards.	2	2	4
6	Scalding from hot water from the taps & the water boiler. Where necessary, signs are displayed.	2	2	4
7	Fire exits becoming blocked.	1	1	2
8	Fire equipment not working.	1	1	2
9				
10				

	<b>Actions taken</b>
1	The electrical circuits are checked every five years to ensure they meet the necessary safety standard. Next one due February 2022.
2	All Portable Appliances are tested annually.
3	The electrical circuits are checked – see 1 above.
4	A Beware Wet Floor sign is used during cleaning.
5	Cupboards are kept tidy and over stacking avoided.
6	Signs are displayed warning about the very hot water supply.
7	Signs are displayed advising fire exits are to be kept clear at all times.
8	The fire appliances are checked every year by a competent expert.
9	
10	

**Appendix 1b: Risk Assessment record**

**Area: Entrance lobby**

In all locations of the hall the Management Committee expects a level of common sense to be exercised by all users. As those under 21 are not permitted to hire the hall directly, it is expected that all children are supervised by an adult.

Persons considered at risk: All users, casual labour & contractors.

	<b>Hazard</b>	<b>F</b>	<b>S</b>	<b>R</b>
1	Being struck by carelessly opened doors.	1	2	3
2	Tripping over loosely-laid mats.	2	2	4
3	Stairs at the end of the corridor.	2	2	4
4	Slipping on floor	1	1	2
5				

	<b>Actions taken</b>
1	The front door is glazed so hall users have a clear view. The main hall doors can stay open if required and have soft closing mechanism or can be clipped open.
2	Rubber backed slim mats are used to lessen risk.
3	The steps have white strips on edges and handrails each side.
4	Altro non-slip safety flooring fitting January 2021.
5	

**Appendix 1c: Risk Assessment Record**

**Area: Maurice Stammers Committee Room**

In all locations of the hall the Management Committee expects a level of common sense to be exercised by all users. As those under 21 are not permitted to hire the hall directly, it is expected that all children are supervised by an adult.

Persons considered at risk: All users, casual labour & contractors.

	<b>Hazard</b>	<b>F</b>	<b>S</b>	<b>R</b>
1	Moving chairs.	1	1	2
2	The wall heater becoming covered by coats etc.	1	1	2
3	Vertical blind. Cords are tensioned and secured to the wall.	1	1	2
4				

	<b>Actions taken</b>
1	Most chairs are left in place around the tables to minimise moving.
2	Chairs are not placed near the heater and there are no coat hooks above.
3	Fire resistant blind conforms to Safety standard BS EN13120 for child safety.
4	

**Appendix 1d: Risk Assessment Record**

**Area: Toilets (Ladies, Gents and Disabled)**

In all locations of the hall the Management Committee expects a level of common sense to be exercised by all users. As those under 21 are not permitted to hire the hall directly, it is expected that all children are supervised by an adult.

Persons considered at risk: All users, casual labour & contractors.

	<b>Hazard</b>	<b>F</b>	<b>S</b>	<b>R</b>
1	Scalding by hot water from the taps.	2	2	4
2	Slipping on wet floors.	1	1	2
3	Ingestion of cleaning chemicals.	1	1	2
4	Commode.	1	1	2

	<b>Actions taken</b>
1	Very hot water signs are displayed.
2	Altro non-slip safety flooring is fitted in the ladies and disabled toilets and no flooring is washed when the hall is in use.
3	Cleaning chemicals are not stored in the toilets.
4	The commode is secure.

**Appendix 1e: Risk Assessment Record**

**Area: The Tardis Committee Room**

In all locations of the hall the Management Committee expects a level of common sense to be exercised by all users. As those under 21 are not permitted to hire the hall directly, it is expected that all children are supervised by an adult.

Persons considered at risk: All users, casual labour & contractors.

	<b>Hazard</b>	<b>F</b>	<b>S</b>	<b>R</b>
1	Moving chairs.	1	1	2
2	The free standing heater becoming covered by coats etc.	1	1	2
3	Scalding by hot water from the taps.	2	2	4
4	Injuries when leaving by the fire exit due to steep drop.	2	2	4
5	Wall mounted water tank for hot water.	2	1	3

	<b>Actions taken</b>
1	Most chairs are left in place around the tables to minimise moving.
2	The heater is located away from chairs and does not have a hot element.
3	Very hot water signs are displayed.
4	A warning notice is displayed and a new step has been fitted with a yellow edge.
5	The tank has cushioned edges and a warning sign displayed.

**Appendix 1f: Risk Assessment record**

**Area: Main hall:**

In all locations of the hall the Management Committee expects a level of common sense to be used by all hirers. As those under 21 are not permitted to hire the hall directly, it is expected that all children are supervised by an adult.

Persons considered at risk: All users, casual labour & contractors.

	<b>Hazard</b>	<b>F</b>	<b>S</b>	<b>R</b>
1	Falling chair stacks. In order to minimise the risk the Management Committee make every effort to advise people not to stack the red hall chairs more than 5 high.	1	2	3
2	Taking chairs from the stacks. It is accepted that separating chairs may require a jolting process. This is normally necessary only when the chairs have been stacked incorrectly and frames have jammed together. In order to minimise the risk, the Management Committee makes every effort to inform users to stack the chairs correctly.	2	2	4
3	Tables falling on hall users.	2	2	4
4	Carrying chairs and tables.	2	2	4
5	Too many people in premises.	1	1	2
6	Fire resistant vertical blinds. Cords are tensioned and secured to the wall.	1	1	2
7				
8				

	<b>Actions taken</b>
1	Posters are displayed advising hall users how chairs should be stacked.
2	See above.
3	A notice recommends how hall users should stack the tables.
4	Trolleys are available to safely move chairs and tables.
5	The Conditions of Hire and Booking Form strictly limit the numbers using the hall.
6	The blinds conform to Safety standard BS EN13120 for child safety requirements.
7	
8	

**Appendix 1h: Risk Assessment record**

**Area: Kitchen/café bar area and cleaner’s cupboard.**

In all locations of the hall the Management Committee expects a level of common sense to be exercised by all users. As those under 21 are not permitted to hire the hall directly, it is expected that all children are supervised by an adult.

Persons considered at risk: All users, casual labour & contractors

	<b>Hazard</b>	<b>F</b>	<b>S</b>	<b>R</b>
1	Heat around the cooker. The external surfaces of these items do get hot when in use, but there is very little risk of burning.	1	2	3
2	Scalding by hot water from the taps.	2	2	4
3	Scalding from hot water in free standing water heater.	2	2	4
4	Cleaning chemicals stored in cupboards for daily use.	2	2	4
5	Items falling out from cupboards.	1	1	2
6	Moving chairs and tables in the café area.	1	1	2
7	Trip hazards by stored items.	1	1	2
8	Sharp implements stored.	1	1	2
9	Kitchen roller blind is near to the cooker.	1	1	2
10	Roller blinds in kitchen windows and side windows of café bar.	1	1	2
11				
12				

	<b>Actions taken</b>
1	There is a notice asking people not to place anything on the top of the cooker.
2	Very hot water signs are displayed.
3	Hirers are informed not to move or empty the heater whilst the water is hot.
4	Children are not allowed unsupervised in the kitchen.
5	Cupboards are not over-stacked and are kept tidy.
6	Chairs and tables in the café area are light and easily moved.
7	Stored items are kept away from public areas and stored safely.
8	Sharp implements are stored in drawers and are not left on the work surface.
9	The blind is fire retardant and the cord is tensioned and secured to the wall.
10	The blinds conform to Safety standard BS EN13120 for child safety requirements. Cords are tensioned and secured to the wall.
11	
12	

**Appendix 1i: Risk Assessment record**

**Area: Stage area and side room**

In all locations of the hall the Management Committee expects a level of common sense to be exercised by all users. As those under 21 are not permitted to hire the hall directly, it is expected that all children are supervised by an adult.

Persons considered at risk: All users, casual labour & contractors.

	<b>Hazard</b>	<b>F</b>	<b>S</b>	<b>R</b>
1	Electric sockets, etc. Note that this is considered to be a low risk due to the Electrical Safety Standards and Testing.	1	1	2
2	PA system.	2	2	4
3	Stage curtains - fire risk.	2	2	4
4	Stored items blocking the corridor behind the stage.	1	2	4
5	Chair stacks falling over in side room.	1	2	4
6	Stage steps.	1	2	2
7	Hall users falling from the stage.	2	2	4
8	Stored items on the stage.	1	1	2
9	Mat by emergency exit.	1	1	2
10	Blind - the cord is tensioned and secured to the wall.	1	1	2
11				

	<b>Actions taken</b>
1	The electrical circuits are checked every 5 years by an Electrical Contractor.
2	Hirers are asked to keep all equipment and props away from the PA system to avoid fire risk.
3	Curtains have been sprayed with fire retardant in December 2019. No naked flames are allowed in the hall.
4	Notices are displayed asking all hall users to keep the area clear.
5	Chairs are not stacked higher than is safe and seldom moved as they are surplus to regular requirements and only used for occasionally.
6	The stage steps have a secure hand rail.
7	A white line is painted away from the edge.
8	Kept to a minimum and stored so items can't topple.
9	Rubber backed slim mat used to lessen the risk of tripping.
10	Fire resistant blackout blind conforms to Safety standard BS EN13120 for child safety.
11	

**Appendix 1j: Risk Assessment record**

**Area: Loft storage**

In all locations of the hall the Management Committee expects a level of common sense to be exercised by all users. As those under 21 are not permitted to hire the hall directly, it is expected that all children are supervised by an adult.

Persons considered at risk: All users, casual labour & contractors.

	<b>Hazard</b>	<b>F</b>	<b>S</b>	<b>R</b>
1	The door is a fire door and should be kept closed at all times.	2	2	4
2	The steps.	2	2	4
3	Stored items blocking the passageway.	1	1	2
4	Banging heads on the sloping ceiling.	2	2	4
5				
6				
7				

	<b>Actions taken</b>
1	The door has an auto door closer fitted. The fire alarm can be heard if the door is closed. The smoke detectors within the loft area link to the one located in the stage side room. The door has appropriate signage.
2	A hand rail is available and the edges of the steps are marked with a white strip.
3	A notice is displayed asking hall users to keep the passageway clear.
4	If the passageway is kept clear hall users can keep away from the sloping ceiling.
5	
6	
7	

**Appendix 1k: Risk Assessment record**

**Area: Car Park and main entrance paved area.**

In all locations of the Hall the Management Committee expects a level of common sense to be exercised by all users. As those under 21 are not permitted to hire the Hall directly, it is expected that all children are supervised by an adult.

Persons considered at risk: All users, casual labour & contractors.

	<b>Hazard</b>	<b>F</b>	<b>S</b>	<b>R</b>
1	Moving cars in the car park.	2	2	4
2	Tripping on uneven surface – daytime.	2	2	4
3	Tripping on uneven surface – after dark.	2	2	4
4	Recycling bins – broken glass.	2	2	4
5	Slipping on ice in winter weather.	2	2	4
6	Open pedestrian entrance to main road	2	3	5
7	Steps from car park to main road.	2	2	4
8	Disabled access to main hall.	1	2	3
9	Drainage gully across the main entrance	1	1	2
10				
11				

	<b>Actions taken</b>
1	Slow signs are displayed.
2	The car park has been resurfaced in 2019 and there are no trip hazards.
3	Outside lights remain on while the hall is in use and stay on automatically for a period of time after hall users depart and lock the door. An extra light was fitted over the disabled ramp by the front entrance. There are street lights.
4	The area is regularly checked and any broken glass cleared away. The bins are emptied regularly to avoid over filling.
5	Snow is cleared by the main doors and salt is spread to avoid a slipping hazard.
6	A self-closing gate which is just pushed open and has a warning sign about traffic fitted. The edges of the steps have yellow strips.
7	New steps installed 2019 and the edges marked with yellow lines. A hand rail to the bottom can't be put up due to the proximity to the main road. Grab handles are fitted to the top posts.
8	A disabled bay has been marked out on the new carpark close to the disabled ramp and main entrance.
9	Gully replaced with drain grill to avoid trip hazard.
10	
11	

**Appendix 1: Risk Assessment record**

**Area: Boiler shed, wood pellet store, old boiler room and walkway.**

In all locations of the Hall the Management Committee expects a level of common sense to be exercised by all users. As those under 21 are not permitted to hire the Hall directly, it is expected that all children are supervised by an adult.

Persons considered at risk: All users, casual labour & contractors.

	<b>Hazard</b>	<b>F</b>	<b>S</b>	<b>R</b>
1	Stored items in boiler shed.	1	1	2
2	Access to the wood pellet store.	2	2	4
3	The old boiler room contains the inverters for the solar panels, a distribution board and two pumps for the central heating system.	1	1	2
4	Emergency generator stored in boiler room.	1	2	3
5	Slipping on moss or ice in winter weather.	2	2	4
6	Steps at rear of hall.	1	2	3
7	Emergency exit from café.	1	1	2
8	Kitchen door step and bins.	1	1	2
9	Waste bins	1	1	2
10				

	<b>Actions taken</b>
1	The door is kept locked and the area kept clear and the storage of non-essential or inflammable items avoided.
2	A separate Risk Assessment for the boiler shed and the wood pellet store has been prepared and circulated to all the volunteers who service the boiler. A laminated copy is hanging up in the boiler shed and a copy is in the Policy File.
3	The door is kept locked and nothing is stored near the inverters, distribution board or pumps.
4	A very limited amount of fuel is kept in the generator and fuel is stored away from the premises at other locations.
5	The path is not used by the general public and seldom used by others. The moss is kept clear and salt would be spread in the winter if required.
6	The steps have a handrail and yellow lines marking the edges.
7	A ramp has been put by the exit replacing an old step.
8	The step is marked with a yellow line.
9	The bins are stored out of sight from hall users as it is not possible to store them more than 10metres from the building.
10	

## **Appendix 2: Risk Assessments in village halls**

Examples of hazards and situations to consider.

Risks to the handicapped must be considered – not only people in wheelchairs but also those with hearing or sight impairment, or who are unsteady on their feet.

### **AREA HAZARDS TO CONSIDER WHEN COMPLETING A RISK ASSESSMENT FOR A VILLAGE HALL:-**

#### **Car park**

1. Tripping and falling - inadequate lighting.
2. Tripping and falling - poor maintenance.

#### **Exterior – footpaths and steps**

1. Tripping and falling – inadequate lighting.
2. Tripping and falling – poor maintenance.
3. Tripping and falling – no hand rail.
4. Windows protrude over path.
5. Access to other hazards e.g. main road.
6. Window cleaning.

#### **Entrance Area**

1. Slipping on wet floor.
2. Tripping and falling – loose mats.
3. Tripping and falling – pushchairs.

#### **Main Hall**

1. Incorrect moving of heavy items (e.g. chairs/tables).
2. Electric shock from portable appliances.
3. Slipping on wet floor.
4. Too many people.
5. Electric sockets (access by children).
6. Fire Exits, blocked (either inside/outside).
7. Fire equipment not working.

### **Kitchen**

1. Hot surfaces (esp. children).
2. Sharp implements (esp. children).
3. Cleaning materials.
4. Unsecured hot water boilers (esp. children & infirm users).
5. Dangling leads.

### **Toilets**

1. Slipping on wet floor.
2. Cleaning materials.

### **Maintenance**

1. Falls from ladders.
2. Working alone.
3. Electric shock from appliances.
4. Incorrect moving of heavy items (e.g. furniture).

### **Stores**

1. Badly stacked equipment.
2. People moving heavy items.

### **Stage**

1. Removable steps loose.
2. Stage edges not clearly visible.

## **Appendix 3 – Fire notice**

### **FOR ALL FUNCTION ORGANISERS/SUPERVISORS**

#### **FIRE NOTICE**

For the purposes of this notice, the Hirer for any hall booking and function is the responsible person and hereinafter is referred to as 'the Responsible Person'.

#### **In case of fire**

#### **DO NOT PANIC**

1. Activate a fire call point to sound the alarm and ask everyone to leave the premises in an orderly fashion by the nearest door/emergency fire exit. If the hall is being used for Public Entertainment, the house lighting should be raised, the public addressed.
2. Proceed to the fire assembly point by the main carpark entrance.
3. Advise the Responsible Person of the location and nature of the fire.

#### **The Responsible Person will:**

1. Decide whether to tackle the fire with the available appliances
2. Give instructions and directions if necessary, for someone to contact the Fire Brigade using a mobile phone. There is no telephone in the hall, other than when the Post Office is open and there is not a public telephone box nearby.

## Appendix 4 - Basic Health and Safety in food handling

It is law that all are aware:

### FOOD HANDLERS PLEASE OBSERVE THE FOLLOWING RULES

1. Smoking is not permitted in any area of the hall. Never smoke in the kitchen.
2. Wash your hands thoroughly:
  - before touching food.
  - after preparing fresh meat, poultry or fish.
  - after using the lavatory.
  - after blowing your nose.
  - before serving food.
3. If you have any skin, nose, throat or bowel trouble **YOU MUST NOT HANDLE FOOD.**
4. Do not cough or sneeze over food.
5. Please wear clean clothes and a protective apron or overall.
6. Use waterproof dressings on cuts, sores or abrasions and keep the dressing clean. Wear a thin rubber glove if necessary.
7. Wherever possible use food grade disinfectants as well as detergents to ensure that preparation surfaces are clean.
8. Always clean utensils. Use a clean utensil in preference to your hands.
9. Always use clean cloths for washing, wiping and drying.
10. Do not use chipped or cracked crockery: put it on one side to be destroyed or replaced.
11. Clean up as you go and wipe up spillages as they occur.
12. Keep prepared foods covered until they are to be served.
13. Do not place uncooked meat, poultry or fish near cooked preparations unless securely wrapped.
14. Keep fish, meat, vegetable or dairy products and foods containing them either below 8°C or, if they are cooked and waiting to be eaten hot, above 63°C.
15. Keep the waste bin properly covered at all times.
16. When you have finished your preparations, please wash and dry everything you have used. Clean the sink, work surfaces and any spills.