



## Boddington Village Hall Health and Safety Policy

### 1. General Statement of Policy

This document is the Health and Safety Policy of:  
Boddington 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 users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Boddington 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.

Boddington 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.

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.

### 2. Organisation of Health and Safety

The Boddington Village Hall Management Committee has overall responsibility for health and safety

At Boddington Village Hall.

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

Name: Caroline Sheers

Telephone No: 07836 700063

Address: 27 Townsend Lane, Upper Boddington, Northants, NN11 6DR

Name: Ed Preston

Telephone No: 07813832582

Address: Bourton's Farmhouse, Banbury Road, Lower Boddington

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.

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, or the Bookings 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 repaired or replaced as soon as possible.

**The following persons have responsibility for specific items:**

First Aid Box: Caroline Sheers

Reporting of accidents: Caroline Sheers

Fire precautions and checks: Caroline Sheers, Fire Team (Alan Sheers, Richard Hodge)

Training in use of hazardous substances and equipment: Caroline Sheers

Risk assessment and inspections Caroline Sheers

Information to contractors: Caroline Sheers

Information to hirers: Caroline Sheers

Insurance: Clare Townsend

A plan of the hall is available showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, loft access.

## 3. Arrangements and Procedures

### 3.1 Licence

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

The performance of plays and films

Indoor and outdoor sporting events

Performance of live and recorded music and dancing

Sale of food

Sale of Alcohol

### 3.2 Fire Precautions and Checks

Insert here 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, assembly point(s).

Person on the management committee with responsibility for testing for the fire risk assessment:  
Caroline Sheers

Local Fire Brigade contact name:  
Woodford Fire Brigade 01604 797000  
Fenny Compton Fire Brigade 01295 770382

Company hired to maintain and service fire safety equipment:  
Spectrum Fire Services Fire Alarm and lighting  
Smiths Fire Portable appliances

Item	Test interval (e.g. weekly, monthly, annual)	Location	Service Date
Alarm		6 monthly	
Emergency Lighting		6 monthly	
Fire Exits – main hall		Monthly	
Fire fighting appliances		Annually	
Electrical installation		5 years	

#### Procedure in case of accidents

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

Horton Hospital Oxford Rd, Banbury OX16 9AL 01295 275500

The location and telephone no. for the nearest doctor's surgery is:

Byfield Medical Centre Church Street NN11 6XN 01327 265841

The First Aid Box is located in the Kitchen.

The person responsible for keeping this up-to-date is Caroline Sheers

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

Any accident must be reported to the member of the management committee responsible, who is:

Caroline Sheers

The person responsible for completing RIDDOR forms and reporting accidents is:

Caroline Sheers

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.

## 4. 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 in order 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 Boddington 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**
- **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.
- **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 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 Caroline Sheers
- **Report** every accident in the accident book to Caroline Sheers

**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.

## 5. 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.

## 6. Insurance

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

Name of Insurer: Answar  
Policy No: CCP2182480

## 7. Review of Health and Safety Policy

The management committee will review this policy annually.

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.

Approved 4<sup>th</sup> February

A handwritten signature in black ink, appearing to read 'Caroline Sheers', with a horizontal flourish underneath.

Signed Caroline Sheers

Chairman Boddington Village Hall Committee