



Biddestone Village Hall & Recreational Trust

Health & Safety Policy

Actions Log			
Action	Date	Responsible person	Next Review
Review	February 2026	Chairperson	
Approved	February 2026	Committee	February 2027

Context:

Biddestone Village Hall and Recreation Trust (BVHRT) is a company limited by guarantee and a registered charity. The trust is managed by the trustees and representatives of local recreation/sport clubs, the Women’s Institute and Parish Council. The purpose of BVHRT is to provide leisure and recreational facilities for the village and surrounding area. BVHRT recognises and accepts its health and safety duties for providing a safe and healthy environment (as far as is reasonably practicable) for all its workers (paid or volunteer) users, hirers, visitors, and others, including members of the public, when using the facilities. under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

1. General Statement of Policy

- 1.1. The village hall and the land on which it stands, the tennis courts, main cricket pitch, cricket pavilion, play area, car park and football pitches are all wholly owned by BVHRT. The second cricket pitch and allotments are on land leased by BVHRT
- 1.2. It is the intention of BVHRT 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
- 1.3. BVHRT Committee considers the promotion of the health and safety of those who use its premises to be of great importance.



- 1.4. The management committee recognises that the effective prevention of accidents depends much on a committed attitude of mind to safety. To this end, it will seek to encourage all users to engage in the establishment and observance of safe working practices.
- 1.5. Staff, users, 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

- 2.1. The Biddestone Village Hall & Recreation Trust Committee has overall responsibility for health and safety at Biddestone Village Hall and Grounds.
- 2.2. The Management Committee have appointed the Chairman as a representation both of themselves and of staff (both paid and volunteer):
- 2.3. It is the duty of all staff, users, 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 adjacent to the Hall.
- 2.4. The cricket pitches, cricket pavilion, tennis courts and boules piste are leased from BVHRT and are managed and run by their own committees, they are responsible for health and safety on the areas that they lease. The committees of each organisation will have their own Health and Safety policies and risk assessments.
- 2.5. Users must identify a nominated supervisor who shall be at least 18 years old and will be responsible for the hirer's activities during the hire period. Any incidents should be reported by telephone or email to the chairman or other committee member as soon as possible and written up in the incident book that is kept in the kitchen area.
- 2.6. Should anyone using the Hall identify a fault, damage or other situation that might cause injury and cannot be rectified immediately they should inform the BVH&RT chairman or committee member as soon as possible. Contact information is on the notice board located in the entrance hall.
- 2.7. Where equipment is damaged or constituting a hazard the hirer should place a notice on it warning that it is not to be used.
- 2.8. A Health and Safety inspection of the building and grounds should be undertaken at least every six months by the Chairman.
- 2.9. The committee will review the incident books monthly as a standing item on the agenda

3. Arrangements and Procedures

- 3.1. **Premises Licence:** The Hall is licenced by Wiltshire Council for: plays, films, indoor sporting events, live and recorded music, performances of dance, provision of facilities for making music and for dancing, and the sale by retail of alcohol for consumption on the premises.



3.2. Fire precautions and action: Staff and users should acquaint themselves with the Fire Risk Assessment, paying attention to all exits (normal and emergency), these must be kept clear at all times both internally and externally so as not to impede emergency evacuation.

3.2.1. Fire doors should not be wedged open and kept shut at all times.

3.2.2. In the event of an outbreak of fire:

3.2.2.1. Immediately operate the nearest fire alarm.

3.2.2.2. Ring the fire brigade on 999 to report the fire at Biddestone Village Hall, Yatton Road, Biddestone SN14 7BZ.

3.2.2.3. Evacuate the building. Fire extinguishers are provided to assist in clearing a path to the exits.

3.2.2.4. If possible and if it is safe to do so, close doors and windows to reduce the spread of the fire.

3.2.2.5. Assemble in the car park area in the far corner.

3.2.2.6. The hirer should check that everyone is present.

3.2.2.7. Do not re-enter the building until it is declared safe to do so.

3.3. Procedure in case of accident;

3.3.1. Accident forms are kept in the kitchen area. It is the responsibility of the hirer present at the time to complete the form and record all accidents or 'near misses'. The chairman or a committee member **MUST** be informed as soon as possible.

3.3.2. Accident Forms will be reviewed regularly by the Committee and necessary actions taken to diminish risks on a proactive basis

3.3.3. A first Aid box is available in the kitchen. It will be inspected monthly and restocked by a designated member of the Management Committee.

3.4. Alcohol, Drugs and Tobacco

3.4.1. Smoking within the premises and the use of Drugs (unless prescribed or under medical supervision) on the premises are prohibited at all times.

3.4.2. No employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs, including prescribed drugs which may cause drowsiness etc

3.5. Safety Rules

3.5.1. All hirers, contractors working on the premises, and associated sports and recreation clubs will have access to this policy (on the website). Signing of the booking form will indicate that hirers have read the Health and safety policy and the Fire Risk assessment.

3.5.2. Trustees, officers, hirers and contractors are expected to comply with all aspects of the policy.

3.5.3. Separate risk assessments have been carried out by members of the Management Committee, for the Village Hall and car park, play area, general grounds (excluding leased areas) and allotments.



- 3.5.4. The following practices must be followed to minimise risks.
 - 3.5.4.1. Ensure all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
 - 3.5.4.2. The area outside the main entrance is kept clear of any obstruction.
 - 3.5.4.3. No cars are to be parked in the area in front of the main entrance at any time.
 - 3.5.4.4. Do not operate or touch any electrical equipment where there are signs of damage, exposure of components to water or water penetration.
 - 3.5.4.5. Do not work on steps, ladders or at height until they are properly secured and another person is present.
 - 3.5.4.6. Do not leave gas appliances portable or electrical operating while unattended.
 - 3.5.4.7. Do not attempt to move heavy or bulky items without adequate support.
 - 3.5.4.8. Do not allow children in the kitchen without supervision.
 - 3.5.4.9. Cleaning materials will comply with the relevant COSHH guidelines
 - 3.5.4.10. Wear suitable protective clothing when handling potentially harmful materials.
 - 3.5.4.11. Report any evidence of damage or faults to the bookings secretary.
 - 3.5.4.12. Supervise children in the play area
 - 3.5.4.13. Play equipment to be used in the appropriate manner
 - 3.5.4.14. Do not let children play in the car parking area
 - 3.5.4.15. All dogs to be under control and on a lead at all times
 - 3.5.4.16. Only park in the designated areas.
- 3.5.5. Be aware and seek to avoid the following risks:-
 - 3.5.5.1. Slipping hazards on, polished or wet floors. Mop spills immediately.
 - 3.5.5.2. Tripping hazards both internally and externally.
 - 3.5.5.3. Make sure cables are routed in a safe manner and are covered with a trip cover if in walkways.
 - 3.5.5.4. Tripping hazards in poorly lit areas. Use adequate lighting.
 - 3.5.5.5. Creating toppling hazards by stacking equipment.
 - 3.5.5.6. Injury from improper handling of kitchen equipment.
 - 3.5.5.7. People being on their own in the Hall or grounds without easy access to backup such as a mobile phone.
 - 3.5.5.8. Car park can be slippery in wet or cold weather.
- 3.5.6. The hall and grounds are a shared space with many activities happening at the same time, users must be aware of other people using the space and the risks that might be involved. It is the duty of all users to take care of themselves and others. Some of the risks that might be encountered:
 - 3.5.6.1. People exercising, running and walking



- 3.5.6.2. Bikes
- 3.5.6.3. Balls from cricket, tennis and football
- 3.5.6.4. Trip hazards from equipment left on the ground
- 3.5.6.5. Slippery surfaces
- 3.5.6.6. Uneven ground

4. **Contractors;**

- 4.1. The management Committee representatives will check with contractors (including self-employed persons) before they start work that:-
 - 4.1.1. Contractors have appropriate and adequate insurance cover
 - 4.1.2. Contractors do not work alone on ladders at height.
 - 4.1.3. They have received a copy of the Healthy and Safety Policy
 - 4.1.4. Contractors have their own health and Safety policy and completed their own risk assessment.

5. **Insurance**

- 5.1. BVHRT will maintain adequate insurance to protect trustees against personal or public liability claims in relation to carrying out their duties
- 5.2. BVHRT will maintain adequate buildings and property insurance to rebuild or to replace losses in the event of fire theft or other catastrophic event.

6. **Review of Health and Safety Policy**

This statement and procedures are to be reviewed annually by the Chairman. A report on the review, with any other proposals for amendment to the statement of procedures, will be made to the next meeting of the Management Committee.

Date: 17 FEBRUARY 2026

Signed: 

(On behalf of the Management Committee)

Name: David Daniel: Chairperson

