Bishop Middleham Village Hall

HEALTH & SAFETY POLICY

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Dated 11th September 2026 – to be reviewed Annually

1. General Statement

Bishop Middleham Village Hall is a CIO (Charitable Incorporated Organisation) registered with the Charity Commission, RCN 1174380.

Our policy is to:

- Provide healthy and safe working conditions, equipment and procedures for Committee members, employees, contractors, hirers, users, and other visitors.
- Keep the village hall and equipment in a safe condition for all users.
- Provide such advice and information as is necessary for Committee members, employees, contractors, hirers, users, and other visitors.

It is the intention of the Committee to comply with all relevant Health & 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. To this end, the Committee will encourage its members, employees, contractors, hirers, users, and visitors to engage in the observance of safe working and other practices.

Hirers, users, 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 Room Hire Terms and Conditions and with safety notices on the premises, also to accept responsibility to do everything they can to prevent injury to themselves or others.

2. Organisation of Health & Safety

It is the duty of all contractors, hirers, users, and visitors to take care of themselves and others who may be affected by their activities and to ensure that adequate safeguards are in place to protect the wellbeing of those with disabilities, children, young people, and vulnerable adults.

Children, young people (under the age of 18 years) and vulnerable adults must always have appropriate supervision. Hirers who run or facilitate groups/training/events for children, young people and vulnerable adults must comply with current and relevant safeguarding legislation.

All hirers must undertake their own risk assessments prior to sessions/events and comply with any relevant legislation where appropriate.

Should anyone using the hall become aware of a fault, damage, a hazard, or situation that may cause injury or danger and cannot be immediately rectified, they should inform the caretaker or a member of the Committee as soon as possible so that the problem can be dealt with.

The Committee, made up of the Trustees and staff, has overall responsibility for the village hall, and specifically:

First Aid Box – Jane Gill (Caretaker)
Reporting of Accidents – Jane Gill (Caretaker)

Fire Precautions & Checks – John Burrows (Trustee)/Tony Barrass (Administrator)
Risk Assessment & Inspections – John Burrows (Trustee)/Tony Barrass (Administrator)
Information to Contractors – Jane Brownlee (Chair of the Trustees)/Tony Barrass (Administrator)
Information to Hirers – Tony Barrass (Administrator)
Insurance – Tony Barrass (Treasurer)

3. Equipment

Where equipment is damaged or otherwise faulty, a notice should be placed on it warning that it is not to be used and the caretaker should be informed as soon as possible.

Any items or equipment brought into the hall, or stored in the hall, by contractors, hirers, users, and visitors is the responsibility of those persons and is at their own risk. The items/equipment must be safe to use and comply with all relevant Health & Safety legislation.

Cooking facilities and other electrical equipment in the village hall must only be used by, or with the supervision of responsible adults (over the age of 18 years).

Electrical extensions must not be 'daisy-chained'.

Flammable or dangerous substances are not allowed.

Candles are not allowed without prior consent of the Committee.

4. Contractors and Self-Employed Workers

Occasionally, contractors or self-employed individuals may be asked to undertake work relating to the village hall. Examples of this may include (but not limited to) the services of qualified professionals such as electricians, plumbers, or other maintenance workers.

Where lone working is unavoidable, as minimum the following must be adhered to:

- All contractors/self-employed workers will be responsible for their own risk assessment prior to undertaking any work.
- It is their responsibility to ensure tools, equipment and materials are well maintained, fit for purpose, and comply with any relevant guidance or legislation.
- Protective clothing/eye protection/safety footwear must be worn accordingly.
- It is the responsibility of the contractor/self employed person to ensure that there is a system in place for lone working in the event urgent assistance is required, for example by mobile telephone. Equally, they should ensure that a third party is aware of their presence at the village hall.

5. Procedures and Arrangements

Licence
The village hall is licensed for music, singing and dancing by Durham County Council. The sale of alcohol requires a Temporary Event Notice

Before Admission to guests/attendees, hirers should check that:

- All exit doors are unlocked.
- Escape routes are free from obstruction.
- Fire doors are closed and not wedged or propped open.
- Fire-fighting equipment is in place and unobstructed.
- There are no obvious fire hazards in, or near the building.
- A working and charged mobile telephone is available for use in the event of an emergency.
- Any disabled visitors, or those who would need assistance in the event of an evacuation have special arrangements in place for how this will be managed and conducted.

At the end of an event, hirers should:

- Empty any rubbish to the external bin.
- Ensure that nothing is left smouldering, smoking or hot.
- Check that electrical appliances are turned off and unplugged.
- Ensure that no taps are left running.
- Turn off the lights.
- Close all internal doors.
- Secure all external doors and windows.

First-aid Box & Accident Book

The First-aid Box and Accident Book are located in the kitchen cupboard below the hatch. An accident form must be completed whenever an accident occurs. Any accident must be reported to the Caretaker, who in turn will report to the Committee.

Terms & Conditions

- Hirers are expected to read and agree to the Room Hire Terms & Conditions.
- Hirers are expected to comply with all Bishop Middleham Village Hall Policies.
- Hirers are expected to comply with any signs/instructions on the premises.
- Fire and safety equipment must not be misused or displaced from its designated location.
- Fire exits and other exits must be unlocked during use and must not be obstructed.

6. Checking of Village Hall Equipment, Fittings and Services

The on-site log should be signed and dated following the inspection.

Weekly

- Corridors for obstruction
- Trip hazards
- Fire doors
- Door mats/doorstops
- Clocks
- Toilets
- Stage
- Cooker
- Fridge
- Water heater
- Gas boiler
- Electrical cupboard
- Lighting
- Emergency lighting

Monthly

- First-aid box
- Ladders/steps
- Locks
- Sockets
- Electrical appliances
- Signage – correctly in place

Yearly

- Gas boiler service
- Fire extinguishers

This policy will be reviewed annually or following any material change.

7. Checklist for Hirers

CHECKLIST FOR HIRERS

Before admission to guests/attendees, please check:

- All exit doors must be unlocked
- Escape routes are free from obstruction
- Any fire doors are closed and not wedged/propped open
- Fire fighting equipment is in place and unobstructed
- There are no obvious fire hazards in, or near the building
- You have a working mobile telephone, in the event of a fire
- Special arrangements should be made and agreed for any attendee who is disabled and requires assistance event of evacuation

At the end of the event:

- Empty any rubbish to the external bin
- Ensure nothing is left smouldering, smoking or hot
- Check that electrical appliances are turned off and unplugged
- Check that taps are properly turned off
- Turn out all lights
- Close all internal doors
- Secure all external doors and windows

Thank You

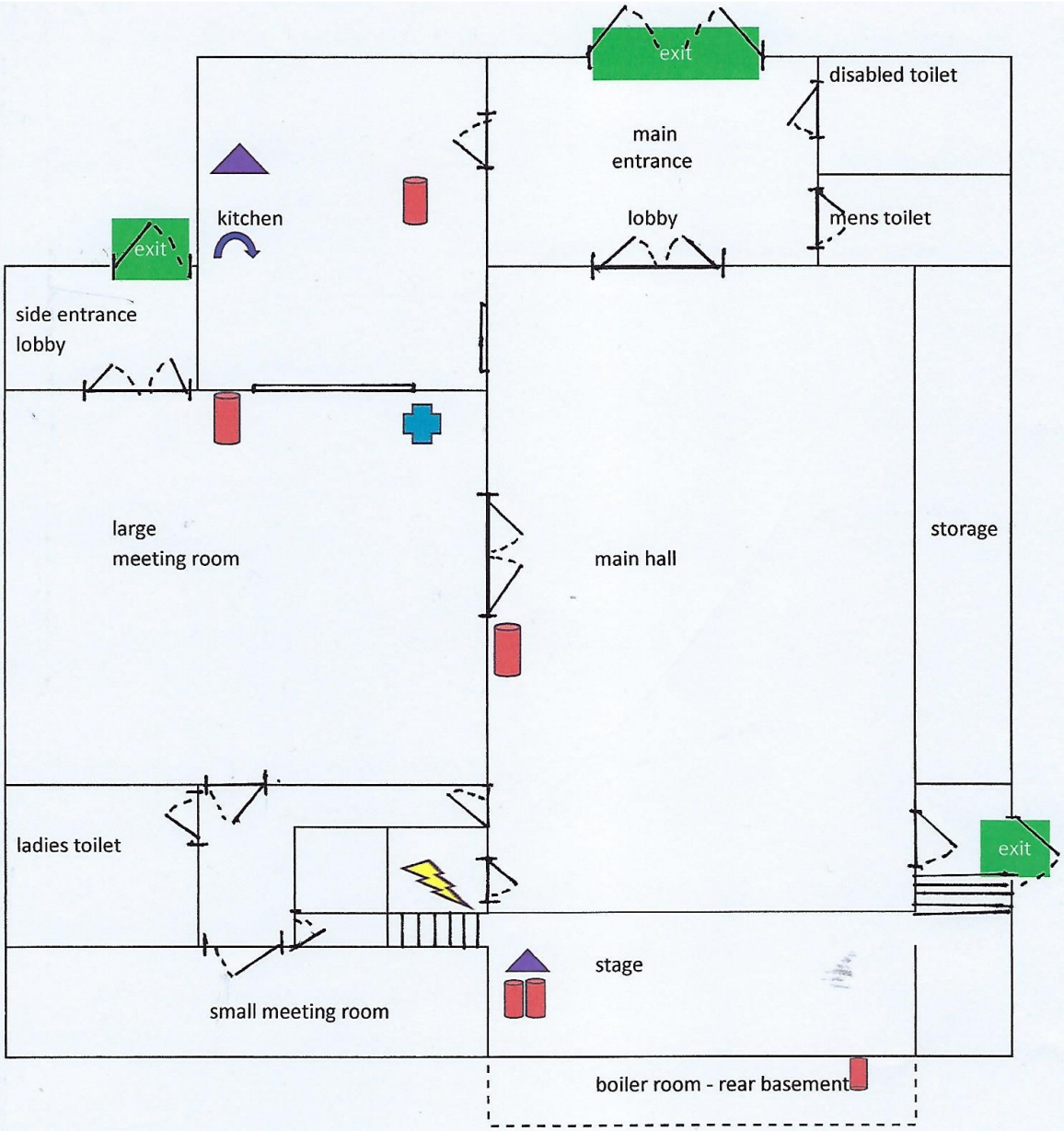
If you have any concerns, please let us know:
contact@bmvh.co.uk
Jane Brownlee (Chair) – 07880 980906
Jane Gill (Caretaker) – 07716 525570
Tony Barrass (Administrator) – 0777 4037426

8. **Fire Procedure for Hirers**

IN CASE OF FIRE

- Raise the alarm with all those present
- Dial 999 and notify the Emergency Services, you are at: Bishop Middleham Village Hall, Front Street, Bishop Middleham, DL17 9AJ include the 'what three words' for the hall – I'll do it next time I am there
- Attempt to extinguish any small fire using the equipment provided but do not take any unnecessary risks
- Evacuate the building to the fire assembly point across the road on the green, check all rooms/toilets are unoccupied
- Leave in a safe and calm manner
- Do not collect personal belongings
- Do not re-enter the building until instructed to do so by the Fire Service
- The 'responsible person (usually the hirer)' should liaise with the Emergency Services upon their arrival and until they depart
- Please inform one of the Trustees

Jane Brownlee (Chair) – 07880 980906
Jane Gill (Caretaker) – 07716 525570
Tony Barrass (Administrator) – 0777 4037426



BISHOP MIDDLEHAM VILLAGE HALL FLOOR PLAN

Emergency Exits –

Fire extinguisher –

Fire blanket –

Mains electricity switch –

Water stopcock (under kitchen sink) –

First-Aid box & Accident Book –