

Part 1 – General Statement of Policy

Our policy is to:

1. Provide healthy and safe working conditions, equipment, and systems of work for our volunteers, committee members, hirers, and contractors.
2. Keep the village hall and equipment in a safe condition for all users.
3. Provide such training and information as is necessary to volunteers, committee members, hirers, and contractors.

It is the intention of The Brabourne and Smeeth Village Hall Management Committee (hereinafter TMC) 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.

TMC considers the promotion of the health and safety of volunteers, committee members, hirers, and contractors and those who use its premises to be important. TMC recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as to the safe operation and maintenance of equipment as well as safe systems of work. To this end, it will seek to encourage volunteers, committee members, hirers, contractors, and users to engage in the establishment and observance of safe working practices.

Volunteers, committee members, hirers, contractors and users are expected to recognise that there is a duty on them to comply with all safety requirements set out in the hiring agreement and with safety notices in the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Part 2: Organisation of Health and Safety

TMC has overall responsibility for health and safety at the village hall.

The person delegated by TMC to have day to day responsibility for the implementation of this health and safety policy is Jennie Staff.

It is the duty of all volunteers, committee members, hirers, contractors, and users to take care of themselves and others who may be affected by their activities and to cooperate with TMC 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, the bookings manager or any other committee member, 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 if possible, without personal risk to the individual, it should be placed in the small meeting room area.

A health and safety and fire risk assessment have been conducted for the hall, and a fire safety information for hirers document has been completed. An evacuation procedure has been established and is visible within the hall entrance, the main hall and kitchen. A copy of all these documents can be found in the folder of key documents, located in the kitchen.

Telephone box – There is no public telephone box in proximity to the hall. Mobile phone reception is good.

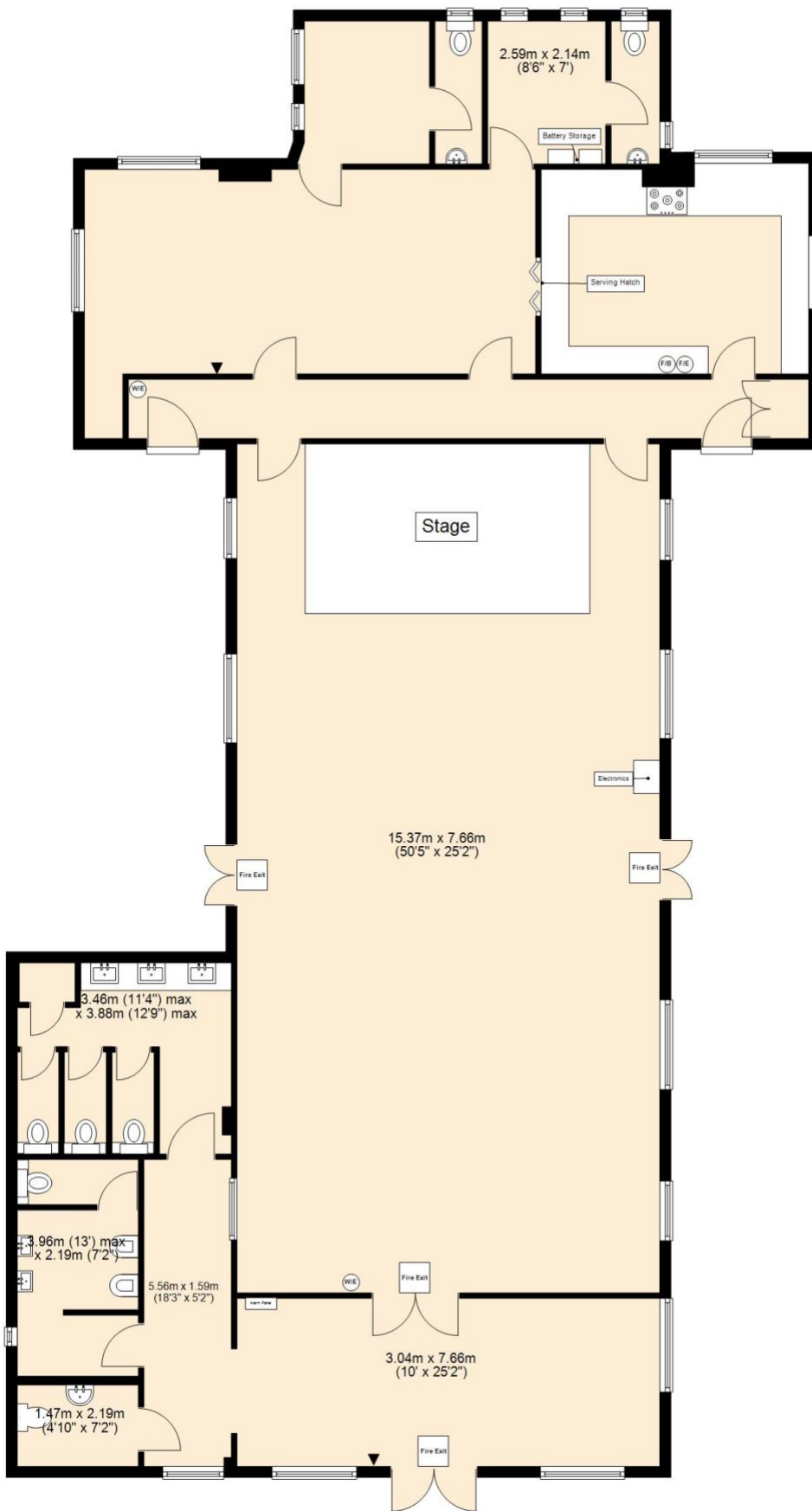
Fire Brigade contact details & contact tel: Kent fire Brigade. General enquiries: 01622 692 121. In an emergency dial 999

The company hired to undertake the fire risk assessment is Ashford Security.

A plan of the hall showing fire exits is on page 3 below.

Ground Floor

Approx. 260.0 sq. metres (2799.0 sq. feet)



Total area: approx. 260.0 sq. metres (2799.0 sq. feet)

Fire Evacuation Procedure

If you discover a fire:

- Raise the alarm immediately using the nearest manual call point (red break-glass).
- Shout "FIRE, FIRE, FIRE" to alert others.
- Do NOT attempt to tackle the fire unless trained and confident, and only if your escape route is clear.

When the alarm sounds:

- Evacuate the building immediately via the nearest safe exit.
- Do not stop to collect belongings.
- Assist those who may need help, including mobility-impaired users.
- Do not use any door that requires a key — use fire exits only
- Proceed to the Assembly Point:
→ **Front Car Park (Assembly Point 1)**.
- Once outside, call 999 (even if alarm stops).
- Do not re-enter the building until authorised by the Fire Service.

Responsible Person / Event Leader Duties:

- Ensure all participants have evacuated.
- Check toilets, meeting room and kitchen only if safe to do so.
- Take a roll call at the assembly point.
- Report to Fire Service on arrival.

Procedure in Case of Accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is: **William Harvey Hospital, Kennington Road, Willesborough, Ashford, Kent TN24 0LZ. Tel: 01233 633331**

The location and telephone no. for the nearest doctor's surgery is: **Sellindge Surgery, Main Road, Sellindge, TN25 6JX. Tel: 01303 812 180.**

The First Aid Box is located in the kitchen.

The accident book/forms are kept with the First Aid Kit and must be completed whenever an accident occurs.

Any accident must be reported to a member of TMC ASAP.

The following major injuries or incidents must be reported on RIDDOR forms (a member of TMC can help with accessing 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.

Safety Rules

All hirers will be expected to read the whole of the hiring agreement and on completing the online digital booking system, should tick to say they have read and understood all relevant documentation including the hiring conditions.

It is the intention of the TMC that the village hall complies 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.

Volunteers, committee members, hirers, contractors and users will be expected to recognise that there is a duty on them to comply with the practices set out by TMC, 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.

TMC 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. Please also read the guidance on use of step ladders available in the kitchen.
- **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 six 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. 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 any member of TMC.
- **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

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

- the contract is clear and understood by both the contractors and TMC.
- the contractors are competent to conduct 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 should 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 TMC 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

Brabourne and Smeeth village hall has Public, Hirers' and Employers, Financial & Administration liability cover, provided by Zurich.

Date of Annual Renewal: **1st August 2027**

There are no risks or special conditions in the aforementioned policy that volunteers, committee members, hirers, contractors or users should be aware of.

Policy Review

Policy to be reviewed biennially. Committee members with responsibility for aspects of health and safety will report to TMC regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of volunteers, committee members, hirers, contractors, or users.

Version 1 adopted by the Management Committee: **June 2026**

Review Date: June 2027