

## **NUTFIELD MEMORIAL HALL**

### **Health and Safety Policy**

#### **Part 1: Statement of intent**

This is the Health & Safety policy of Nutfield Memorial Hall (NMH).

Our Health and Safety policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for trustees, staff and volunteers, hirers, users and other visitors at the Hall.
- b) Keep the hall and equipment in a safe condition for all users, and provide a safe and welcoming environment for people to enjoy.
- c) Provide such advice and information as is necessary for trustees, staff and volunteers, hirers, users and other visitors to ensure their well-being whilst making maximum use of the hall facilities.

It is the intention of Nutfield Memorial Hall Trustees to comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from all activities and operations taking place at the Hall. Nutfield Memorial Hall Trustees consider the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Trustees recognise 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, the Trustees encourage their members, staff and volunteers, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Name: ..... (On behalf of Nutfield Memorial Hall Trustees)

#### **Part 2: Organisation of Health and Safety**

Nutfield Memorial Hall Trustees have overall responsibility for health and safety at Nutfield Memorial Hall and will make this Health & Safety Policy available at all times to all staff, volunteers, hirers, users, visitors and contractors visiting or using the Hall for whatever reason.

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Trustees in keeping the premises safe and healthy.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, 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. Failure of staff, volunteers, hirers, users, other visitors and contractors to abide by the health & safety policies and procedures as set out and provided to them shall absolve the responsibility of Nutfield Memorial Hall and the Trustees of any liability relative to accidents or injuries caused by such a breach.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of disabled people, children and vulnerable adults. 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 Facilities Coordinator or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Facilities Coordinator or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

- First Aid box: Facilities Coordinator
- Reporting of Accidents: Bookings Secretary
- Fire precautions and checks: Facilities Coordinator
- Risk Assessment and Inspections: Facilities Coordinator / Caretaker / Trustee
- Information to contractors: Facilities Coordinator
- Information to hirers/users/visitors: Bookings Secretary
- Insurance: Treasurer. See Point 6.

### **Part 3: Arrangements and Procedures**

#### **1. Fire Precautions and Checks**

The Trustees carried out a Fire Risk Assessment in 2018 in accordance with the Regulatory Reform (Fire Safety) Order 2005. This will be updated annually. The Fire Risk Assessment is available in the Appendix.

Person with responsibility for testing equipment and keeping log book: Facilities Coordinator

Company hired to maintain and service fire safety equipment: Name: Admiral Fire Systems Ltd

Location of service record: Operations manual in the Officials Changing Room and online (Dropbox).

Checking of Equipment, Fittings Services and Facilities:

Weekly: Door mats and stops, sinks, showers and toilets, electrical equipment, outside lights, emergency lighting, fire doors, all lights, water boiler, fire alarm system, fire alarm sounders, kitchen fire shutter and fire blanket. All external areas, car park areas and pathways will also be inspected to ensure they remain free of any hazards to pedestrians or vehicles.

Half Yearly: Window cleaning, window catches, window shutters and outside gutters.

Yearly: Fire extinguishers, fire alarm system service, security systems service, electrical installation, gas boilers, hot water cylinder.

### 3. Procedure in case of accidents

The location of the nearest hospital Accident and Emergency is East Surrey Hospital, Canada Drive, Redhill, Surrey, RH1

The First Aid Box is located in the kitchen. The person responsible for keeping this up to date is the Facilities Coordinator. The accident forms are kept in the Officials Changing Room on a clipboard. There is a 'master' in the Operations Manual. These must be completed whenever an accident occurs to a staff member, volunteer, hirer, user, other visitor or contractor. Any accident must be reported to the Facilities Coordinator, as indicated on the form. The person responsible for completing RIDDOR forms and formally reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chairman of the Trustees.

### 4. Safety Rules

All hirers are expected to read the terms and conditions and these health & safety procedures, and by accepting them as defined on the bookings portal they agree to abide by them. Fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment. A safety check is carried out weekly and any risks reported to the Trustees.

## 5. Contractors

The Trustees/Facilities Coordinator 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 Trustees
- 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) and as appropriate have completed their own Risk Assessments and works Method Statements
- 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 who 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 or the Institute of Electrical Engineers Code of Practice and the relevant certificate/s issued on completion of the works
- Any alterations to Gas Installations shall be undertaken by a certified 'Gas Safe' Engineer and Gas Safe Certificate/s issued on completion of the works
- Where appropriate a Hot Work Permit will be issued to contractors.

6. Insurance Company providing the hall's Employer's Liability and Public Liability insurance cover: Ansvar: Policy no. CCP2290483

## 7. Review of Health and Safety Policy

The Trustees will review this policy annually and may amend as they see fit. The Trustee with designated responsibility for Health & Safety is Kate Hayes.

## Appendix 1

# Fire risk assessment Organisation name: Nutfield Memorial Hall

Assessment carried out by: Jessica Naylor-Barnes, Dick Coffey & Terry Cooke

Date assessment was carried out: 13<sup>th</sup> January 2026

Date of next review: **January 2027**

Source of Ignition	Location	Control Measures	Suitable (Y/N)	What needs to be done	Responsible	By when	Completed Y/N
Cooking Facilities	Kitchen BBQ area	Fire blanket and fire extinguisher with clear instructions.  Fire buckets (sand and water) positioned at BBQ area	Y	Checked & maintained during weekly checks  Checked when required	Facilities Coordinator & Caretaker	Weekly  When required	Y
Electrical Equipment	All areas	Fixed electrical installations – checked annually.  Checked and certified every three years.  Electrical equipment PAT testing carried out June 2023	Y	Checked & maintained during weekly checks  EICR every 3 years  Pat testing annually	Facilities Coordinator	Weekly	Y
Lighting equipment	All areas	All lights are ceiling fixed and not in proximity to combustible materials.	Y		Facilities Coordinator & Caretaker	Weekly	Y

		Emergency Lighting operating correctly and tested annually.		Checked & maintained during weekly checks  Tested & checked annually			
Smoking materials	All areas	The building is fully no smoking and there is clear signage.	Y	Checked & maintained during weekly checks	Facilities Coordinator & Caretaker	Weekly	Y
Arson		Hirers are required to sign their acceptance of and adherence to all NMH risk assessments and terms and conditions, mitigating the risk as far as possible.  There is no waste collection from NMH so no external bins holding combustible material. All rubbish is taken away by hirers. Building is always locked and secured when not in use.	Y	Hirers to accept and adhere to NMH terms & conditions by checking the box on the bookings portal.  Checked & maintained during weekly checks	Booking Secretary  Facilities Coordinator  Caretaker	Weekly	Y

Evaluate Procedures	Y/N	What needs to be done	By whom	By when	Completed Y/N
Are possible ignition sources kept separate from combustible materials?	Y	Reviewed & checked during weekly checks. See above	Facilities / Caretaker	Weekly	Y

Are possible ignition sources controlled to minimise the risk of fire?	Y	<b>Reviewed &amp; checked during weekly checks. See above</b>	<b>Facilities / Caretaker</b>	<b>Weekly</b>	<b>Y</b>
Are fire procedures up to date and displayed correctly?	Y	<b>Ensure correct signage in place, &amp; fire evacuation plan displayed on noticeboard inside entrance</b>	<b>Facilities</b>	<b>Monthly</b>	<b>Y</b>
Would a fire be discovered quickly?	Y	<b>Ensure fire alarm working &amp; operational during weekly checks. Audible alarm sounders and smoke detectors fitted operational</b>	<b>Facilities</b>	<b>Weekly Annually</b>	<b>Y</b>
Will everyone be warned of the fire immediately?	Y	<b>Fire alarm audible sounders internally, System alerts Southern Monitoring who call the key holders to inform and appropriate action taken</b>	<b>Facilities / Keyholders</b>	<b>n/a</b>	<b>Y</b>
Can everyone escape with or without assistance?	Y	<b>Follow exit signage &amp; fire evacuation plan, assemble at Muster points.</b>	<b>Facilities / Caretaker</b>	<b>n/a</b>	<b>Y</b>
Are the fire exits easy to identify and reach?	Y	<b>Weekly checks to ensure signage, emergency lighting working</b>	<b>Facilities / Caretaker</b>	<b>Weekly Annually</b>	<b>Y</b>
Are escape routes free of obstruction?	Y	<b>Weekly checks to ensure all exits are clear</b>	<b>Facilities / Caretaker</b>	<b>Weekly</b>	<b>Y</b>
Are fire escape doors easy to open?	Y	<b>Weekly checks to ensure shutters, emergency exit panic bolts working</b>	<b>Facilities / Caretaker</b>	<b>Weekly</b>	<b>Y</b>
Is the alarm system appropriately maintained tested?	Y	<b>Weekly checks of the audible system. Annual maintenance checks and service by Admiral</b>	<b>Facilities / Admiral Security</b>	<b>Weekly Annually</b>	<b>Y</b>
Is the emergency lighting system appropriately maintained and tested?	Y	<b>Weekly checks. Annual maintenance checks and serviced by James Dungate Electrical</b>	<b>Facilities / James Dungate Electrical</b>	<b>Weekly Annually</b>	<b>Y</b>

Are fire extinguishers appropriately maintained and tested?	Y	Weekly visual checks. Annual maintenance checks and service by Admiral	Facilities / Admiral Security	Weekly Annually	Y
Is the BBQ area adequately protected?	Y	Weekly checks to ensure free from Hazards and Fire Buckets available	Facilities / Caretaker	Weekly	Y

Appendix 2

**Health and Safety risk assessment** Organisation name: Nutfield Memorial Hall

Assessment carried out by: Jessica Naylor-Barnes, Dick Coffey & Terry Cooke

Date assessment was carried out: 13<sup>th</sup> January 2026

Date of next review: **January 2027**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Fire on premise Faulty Emergency Exit doors & panic bolts Fire & Emergency Exit removal of signage, access routes obstructed Faulty emergency lighting Faulty Fire alarms & Fire extinguishers	Hirers, hall users or staff/volunteers	Ensure signage is displayed clearly and lights & panic bolts are in good working order. Ensure all emergency doors are clear & in working order & instructions properly displayed Regular visual checks Regular visual fire extinguisher checks. Regular fire alarm sounder test	Weekly checks of fire alarms Weekly checks of Fire Extinguishers, emergency lighting and exit doors Ensure all emergency signage & evacuation plan is clearly displayed	Caretaker / Facilities Coordinator	Weekly fire alarm checks Annual fire alarm & fire extinguisher maintenance checks & service	Yes

Kitchen fire	Hirers, hall users or staff/volunteers	Fire blanket and fire extinguisher provided Electrically operated automatic fire shutter installed in the servery hatch	Weekly check on condition and operability	Facilities Coordinator	Weekly check on condition and operability	Yes
Kitchen - hot water - scalding	Hirers, hall users or staff/volunteers	Caution Hot Water sign on boiler machine	Ensure 'caution' signage always visible	Facilities Coordinator	Weekly check	Yes
Slips and spills	Hirers, hall users or staff/volunteers	Mats are rubber based and fit well Non-slip floor surfaces	Tea towels & paper hand towels for drying floor Mop & bucket in home changing room	Caretaker Facilities Coordinator	Weekly checks	Yes
Stacking chairs and tables in hall and storage cupboard	Hirers, hall users or staff/volunteers	Sign up about stacking chairs safely Hazard tape to mark safety zone - below line Chairs stacked so they don't slide	Sign & hazard tape installed along wall to highlight 'safety zone', below line	Facilities Coordinator Caretaker	Weekly checks	Yes

Electrical equipment faulty - causing a fire	Hirers, hall users or staff/volunteers	Regular PAT testing & applicable stickers	Weekly visual checks to ensure stickers in place and all sockets clean & safe	Facilities Coordinator	Weekly visual checks & annual PAT Tests	June 2025
Uneven or broken paving stones Potholes in car park Manhole covers	Hirers, hall users or staff/volunteers Members of the public	Undertake weekly visual checks. Ensure issues are reported to Caretaker or Facilities Coordinator and appropriate action is taken promptly with relevant person	To provide a duty of care & report any issues to parish Council or Local Council	Caretaker Facilities Coordinator	Weekly checks	Yes
Legionnaires risk	Hirers - particularly users of the showers	Caretaker to look at regular maintenance & wash through. Fixed shower heads cleaned with brush	Showers and taps to be run weekly for 10 minutes. Toilets to be flushed at least weekly. Ensuring during the quieter periods this procedure is adhered to frequently.	Facilities Coordinator Cleaner Caretaker	Weekly	Yes

BBQ outdoor cooking area	Hirers, hall users, members of public	Requesting users to inform us before use so we can put the fire buckets water/sand out. Requesting all users to adhere to the Outdoor Cooking Policy. Providing fire extinguishers. Bookings secretary to update the team when a request comes through.	Regular reminders to users of the rules & Outdoor Cooking Policy, weekly fire extinguisher & fire bucket checks.	Caretaker Facilities Coordinator Bookings Secretary	As and when required	Yes
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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Checklist for annual risk assessment: <https://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>

Appendix 3

