

Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of **Sinderby Village Hall**.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment, and systems of work for our volunteers, committee members and hirers.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide the training and information necessary for volunteers and users.


Sinderby Village Hall Committee intends to comply with all health and safety legislation and act positively where it can reasonably do so to prevent injury, ill health, or any danger arising from its activities and operations.

The Committee considers it essential to promote the health and safety of its volunteers and those who use its premises, including contractors who may work there.

The Committee recognises that the effective prevention of accidents depends as much on a committed attitude to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will encourage volunteers, committee members, and users to establish and observe safe working practices.

Contractors, 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.

Signed: (On behalf of the Management Committee)

Signature	
Name	Sue Wadsworth
Position	Chair of the Committee
Date	28 th November 2025

Part 2: Organisation of Health and Safety

The Sinderby Village Hall Management Committee is responsible for health and safety at Sinderby 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	Suzanne Chittock	Tel No	07762 496787
Address	7 The Village Green, Sinderby		

All volunteers, hirers, and visitors must take care of themselves and others who may be affected by their activities, and cooperate with the management committee to keep the premises, including the grounds, safe and healthy.

If anyone using the hall comes across a fault, damage, or any other situation that could cause injury and cannot be rectified immediately, they should inform the person above or the Bookings Secretary as soon as possible so the problem can be addressed. Where equipment is damaged, a notice should be posted warning that it is not to be used.

The following people have responsibility for specific items:

First aid box	Suzanne Chittock
Reporting of accidents	Suzanne Chittock
Fire precautions and checks	Jim Wadsworth
Risk assessment/ inspections	Committee
Information to contractors	Jim Wadsworth
Information to hirers	Jim Wadsworth
Insurance	Julie Stanford

For a plan of the hall showing the location of electricity cables, gas pipes, fuse box, fire exits, fire extinguishers, stop cock and boiler, please contact Jim Wadsworth.

Part 3: Arrangements and Procedures

3.1 Licence

The Hall Committee applies for fixed-term licences on an ad hoc basis, as and when required.

3.2 Fire Precautions and Checks

For a copy of the risk assessment, including evacuation procedure, the location of the fire exits, firefighting equipment, and assembly point(s), please see the notice board in the hall entrance.

Person on the management committee with responsibility for testing for the fire risk assessment	Jim Wadsworth
Reporting of accidents	Suzanne Chittock
Fire precautions and checks	Jim Wadsworth
Risk assessment/ inspections	Committee
Information to contractors	Jim Wadsworth
Information to hirers	Jim Wadsworth
Insurance	Julie Stanford
Local Fire Brigade contact number	Call 999

The company hired to maintain and service fire safety equipment:

Name	H E Woolley Ltd
Address	1 Startforth Rd, Middlesbrough TS2 1PT
Tel No	01642 247337
Location of service record	Information and dates are on the fire extinguishers

List of equipment and its location:

Item	Location	Test interval <i>(eg weekly, monthly, etc)</i>	Service Date
Emergency lighting	Main hall	Three Monthly	March 2026
Fire Exits	Main hall	Monthly	See above
Fire Extinguishers	Main hall, kitchen	Annually	See above
Electrical installation	Throughout	Every five years	March 2029

Procedure in case of accidents

In an emergency:	Call 999 for help and advice
In the case of a minor injury:	Call 111 for assessment and advice
The first aid box is located:	In the kitchen
The person responsible for keeping this up to date is:	Suzanne Chittock
The accident book and forms are kept:	In the main hall
The accident book and forms <i>must</i> be completed whenever an accident occurs. Any accident must be reported to the member of the committee responsible:	Suzanne Chittock
The person responsible for completing RIDDOR forms and reporting accidents is:	Suzanne Chittock

RIDDOR form requirements

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 admission to hospital for more than 24 hours; any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or admission 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, 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.

Safety Rules

All hirers are expected to read the entire **Hall Hiring Agreement** and sign to confirm their agreement to the hiring conditions. All new hirers receive information and training on hall safety procedures, which they are expected to follow (for example, fire evacuation procedures, equipment use, and so on), and are shown the location of the accident book and health and safety file.

Volunteers, hirers, and visitors will be expected to recognise that they have a duty 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 for doing everything they can to prevent injury to themselves or others.

Contractors

All contractors are expected to read the entire **Contractor Induction Agreement** and sign as evidence of reading. The management committee will check with contractors (including self-employed persons) before they start work, that:

- the agreement is clear and understood by both the contractors and the committee
- the contractors are competent to carry out the work, that is have appropriate qualifications, references, and experience
- contractors have adequate public liability insurance cover
- contractors have seen the health and safety policy document and are aware of any hazards which might arise (for example, 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.

Insurance

The hall's Employer's Liability and Public Liability insurance cover:

Name of insurer	Ansvar Insurance
Address	4 th Floor, The Office, 1 Market Square Circus Street, Brighton BN2 9AS
Policy No	CCP2201853
Date of Renewal	8 th January 2026

Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due on:

November 2026

Committee members responsible for health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers, or other matters that could affect the health and safety of users or employees.