

Staunton on Wye Village Hall

Health and Safety policy

1. General Statement of Policy

This document is the Health and Safety policy of Staunton on Wye Village Hall, Herefordshire.

Our policy is to:

- a) provide healthy and safe working conditions, equipment and systems of work for Hall management committee members, hall users, contractors and other visitors
- b) keep the village hall and equipment in a safe condition for all users
- c) provide such advice and information as is necessary for the Hall management committee members, hall users, contractors and other visitors.

It is the intention of the Staunton on Wye Village Hall management committee 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 its activities and operations.

The management committee considers the promotion of Health and Safety of those who use its premises, including hirers and contractors, to be of great importance. The management committee recognises 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.

All those who use the village hall are expected to recognise that there is a duty on them to comply with the practices set out in this policy. To this end the management committee will encourage all hall users and visitors to engage with establishing and observing safe working practices.

Hall users and other visitors are asked to ensure they familiarise themselves with the safety requirements set out in this document, in the Information for Hirers, and other relevant documents on the Hall booking website and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others

Name: Alan Tanner
Position: Chair
(on behalf of the management committee)
Date: 2nd June 2025

2. Organisation of Health and Safety

2.1 Responsibilities

The Trustees (members of the management committee) have overall responsibility for health and safety at Staunton on Wye Village Hall.

The Trustees delegate the day to day responsibility for the implementation of this policy to:

- The Booking Secretary: to liaise with all hirers regarding prospective or confirmed bookings

- The caretaker/cleaner: to monitor the premises and the defibrillator

It is the duty of all hall users and other 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.

It is the responsibility of hall users to ensure that adequate safeguards are in place to protect the wellbeing of the disabled, children and vulnerable adults using the premises. Please refer to our Safeguarding policy for further information.

Should anyone using the hall come across a fault, damage or other situation which might cause injury they should inform the Booking Secretary (07464 096518 or bjarthur.stm@gmail.com) or the Caretaker (07506 608295) as soon as possible so that the problem can be dealt with. If it is safe to do so, if the issue can be resolved immediately (e.g. by taking the faulty equipment out of use), this should be done prior to reporting the fault or damage however please notify the Booking Secretary or the Caretaker of the issue so that it can be recorded and followed up as appropriate.

Persons hiring the hall should not carry out any repairs or maintenance to the hall or 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 Booking Secretary informed as soon as possible. If the Booking Secretary is unavailable, please contact the Caretaker.

Volunteers, events contractors or persons hiring the hall should not carry out maintenance or repair work on the property. Those persons who have been authorised to undertake maintenance or repair work should not undertake such activity alone, particularly if they are using ladders, chemicals or equipment which might pose a danger.

The following persons have responsibility for specific items:

First aid boxes:	Caretaker/cleaner
Reporting of accidents:	Caretaker/Chair
Fire precautions and checks:	Chair
Risk assessments and inspections:	Chair
Information to contractors:	Committee member arranging for the work to be done
Information to Hall users:	Booking Secretary
Insurance:	Treasurer

A plan of the hall can be found in the Fire Evacuation Plan on the booking website, and on the wall in the entrance lobby, showing the location of the electricity switch room/fuse box, boiler, boiler safety switch, stop cock, emergency exits and fire doors, fire extinguishers, first aid boxes, the health & safety information folder and loft access.

2.2 Arrangements and procedures

Licences

The hall holds a Music licence issued by PRS.

The hall has a Premises Licence (PR/00614) issued by Herefordshire County Council. This authorises the following regulated entertainment and licensable activities:

- Performance of plays
- Exhibition of films
- Indoor sporting events (excluding martial arts)
- Performance of live music
- Playing of recorded music
- Performance of dance
- Making music

- Dancing

The Hall Premises Licence **does not** include the sale of alcohol. If alcohol is to be sold, including by donation or as part of the entry price, it is the Hirer's responsibility to provide a Temporary Event Notice to Herefordshire Council in good time, ensure you keep to all licencing regulations, and to tell the Booking Secretary that you intend to submit a Notice.

Please note , the use of pyrotechnics (i.e. anything creating sparks or flames) and/or "bouncy castle " equipment is not permitted either in the hall or on the hall grounds.

Fire precautions and checks

The management committee had a Fire Risk Assessment carried out in March 2025 in accordance with the Regulatory Reform (Fire Safety) Order 2005. This will be updated annually. The Fire Risk Assessment is available on request from the Chair.

A Fire Evacuation Plan is available on the booking website and on the noticeboard in the Hall entrance lobby: It includes a plan of the hall showing the fire alarm points, fire exits and firefighting equipment.

Every 6 months, professional fire assessments to maintain and service fire safety equipment is carried out by Hereford Fire Alarm Services Ltd, Unit 6/7 Burcott Business Park, Burcott Road, Hereford HR4 9JQ.

The Trustee with responsibility for ensuring the fire risk assessment and testing is completed is the Chair. The Treasurer will maintain the testing schedule and hold copies of relevant certifications. Appropriate specialists will be engaged to undertake testing of equipment and updating logbooks, as appropriate.

Electrical inspection of small equipment is carried out annually.

Safety rules relating to hall hire

The Information for Hirers, available via the booking website and on the wall of the hall entrance lobby by the light switches, contains key health and safety information that all hirers are required to read and adhere to. Hall users are expected to follow any statutory or local regulations and rules for public safety and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed.

A safety check is carried out monthly by the caretaker/cleaner and any risks reported to the management committee.

All hirers are expected to complete the on-line hiring form as evidence that they agree to the hiring conditions. All new hirers will be informed by the Booking Secretary's confirmation about the need to read the Information for Hirers, the Health & Safety Policy, the Fire Evacuation Plan and any other documents relevant to their booking, which they will be expected to follow. These documents also indicate the location of the accident book and Health & Safety information folder.

In order to minimise risks, Hirers must:

- Make sure all emergency exit doors are clear as soon as the hall is to be used and throughout the hiring
- Maintain orderly and lawful conduct on the premises and prevent entry by unauthorised persons
- Ensure children are supervised appropriately at all times

- Consider appointing stewards to help maintain safety and security at larger events, particularly where more than 100 attendees are likely
- Consider if car park marshalls (wearing hi-viz vests) are needed for larger events
- Not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration, etc.
- Not work on steps, ladders or at height unless they are properly secured and another person is present
- Not leave portable electrical appliances operating while unattended
- Not use fireworks, candles, lighters or portable appliances with naked flames of any kind on site
- Adhere to the ban on smoking and vaping in the hall premises
- Not re-charge e-cigarettes/vapes on hall premises
- Not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested in the last 12 months
- Not to overload electrical sockets - use one plug per socket
- Not attempt to move heavy or bulky items (e.g. stacked tables or chairs) without assistance. If moving stacks of chairs, please limit the number of chairs in the stack to 8 and use the trolley provided.
- Not allow children on the stage area without close supervision. An entrance hatch to the stage is provided, with a fixed step and grab handles, from the left-hand storage room. This should be used by all persons for stepping on and off the stage.
- Not climb on outdoor railings
- Not allow ball games to be played in the car park.
- Not allow children in the kitchen except under close supervision (e.g. in the case of older children, for supervised serving of food at functions). 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 the Bookings Secretary or Caretaker
- Report every accident, or near miss, in the accident book and make the Bookings Secretary or Chair aware of the entry.

Contractors

The Trustees 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 management committee
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references and experience)
- Contractors have adequate public liability insurance cover
- Contractors have seen the Health and Safety folder and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- Contractors do not work alone on ladders or 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 management 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 or the Institute of Electrical Engineers Code of Practice.

3. Risk Assessments :

Risk assessments are a crucial part of maintaining a safe environment in the hall. An overall risk assessment will be undertaken for the hall and reviewed on an annual basis following the HSE's current guidance. This includes the following steps:

- a) Identify hazards
- b) Determine who might be harmed and how
- c) Evaluate the risks and decide on precautions
- d) Record the findings and implement them
- e) Review and update the assessment regularly

In addition to the overall hall risk assessment, depending on the nature of the activity the hall is being used for, it may also be advisable/necessary to undertake a specific risk assessment for that particular event/booking.

Copies of the overall hall Health & Safety risk assessment are available from the Chair.

4. Maintenance and Equipment : Ensure that the hall and its equipment are kept in good condition. This includes regular checks and maintenance of electrical equipment, the oil-fired boiler, fire safety measures, and accessibility.
Portable Appliance Testing - annually
Electrical Safety - three yearly
Boiler Service - annually
Fire Safety Inspections - annually

5. Training and Information : Staff, contractors, visitors and hall users are provided with relevant guidance and information, as appropriate.

A Fire / Safety Evacuation Plan is available to view on the booking website and on the wall in the Hall entrance lobby, together with with a visual plan of key safety fixtures in the Hall.

6. Procedure in case of accidents/emergencies :

In most situations, call 999. The location of the nearest hospital A&E Casualty department is Hereford County Hospital, Stonebow Road, Hereford HR1 2BN.
Telephone: 01432 355444

The location and telephone number for the nearest doctors surgery is Staunton on Wye Surgery, Little London Lane, Staunton on Wye, HR4 7LT.
Telephone: 01981 500227

The location of the village defibrillator is on the exterior wall of the village hall in a cabinet opened with **code C159**. The defibrillator gives automatic audio instructions to users.

Two first aid boxes are kept in the Hall: One in the kitchen; one in the toilets corridor next to the entrance lobby. The accident book is kept behind the first aid kit in the kitchen. This must be completed whenever an accident, or near miss, occurs by the person responsible for the hire, and any accident reported as soon as is practical to either the Booking Secretary (07464 096518) or the Chair (01981 345107)

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chair.

7. Emergency Procedures : Develop and communicate clear emergency procedures, including evacuation plans and locations of emergency equipment.

A Fire / Safety evacuation plan, together with a visual plan of key safety fixtures, is located on the booking website and on the noticeboard in the Hall entrance lobby.

8. Insurance

The company providing the hall's Employer's Liability and Public Liability insurance cover is:

Name: Victor Insurance

Policy number(s): CC005859

Date of renewal: 24 June

9. Review of Health and Safety Policy

The management committee welcomes feedback on the operation and effectiveness of this policy from all those involved in using or running the hall.

Trustees with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users, visitors or volunteers.

The management committee will review this policy annually.