HEALTH AND SAFETY POLICY FOR ULLENHALL VILLAGE HALL

GENERAL STATEMENT OF POLICY

The health, safety and welfare of all those managing, using and visiting Ullenhall Village Hall is paramount at all times.

The Trustees and the Ullenhall Village Hall Management Committee, although having no legal requirement to record Health & Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognise and accept their general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Management Committee is to take reasonably practicable measures in relation to the management of Ullenhall Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

1. provide healthy and safe working conditions, equipment and systems for our Trustees, Management Committee and Hirers;
2. keep the Village Hall and equipment in a safe condition for all users; and
3. provide all necessary support and information to Hall users, Hirers and outside Contractors.

The Management Committee will work in the furtherance of these aims by:

1. identifying and assessing risks;
2. recording assessments and regularly reviewing them;
3. eliminating or controlling risks;
4. monitoring compliance and work conditions; and
5. establishing a clear, sensible and practical safety organisation and arrangements.

DUTIES

All Trustees, members of the Management Committee, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

1. to follow health and safety instructions and to report dangers;
2. to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions; and
3. as regards any duty imposed on the Trustees and members of the Management Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General responsibilities:

1. All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
2. Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and, where appropriate, to bring it to the attention of the Management Committee.
3. Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and, where appropriate, to bring it to the attention of the Management Committee.

Hirers are responsible for:

1. Complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation or party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation and activity.
2. Ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures.
3. Designating a responsible person at each hiring or event who will take charge of evacuation in case of emergency.
4. Ensuring that highly flammable substances are not brought into or used in any part of the premises.
5. Seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters.
6. Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use and, where appropriate, has been P.A.T. tested.

Contractors are responsible for:

1. Safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance.
2. Having regard to the safety of Hall users when working on the premises and in respect of anything left or stored on the premises.
3. Advising the Management Committee of any flammable or toxic substances that may be used in the course of work on the premises.

The Ullenhall Village Hall Management Committee are responsible for:

1. Ensuring that all Trustees, members of the Management Committee, Hirers, Contractors and Users of the Hall are aware of the Health & Safety Policy.

2. Ensuring that the Health & Safety Policy is fully implemented.
3. Monitoring compliance with Health & Safety guidelines.
4. Regularly assessing and reviewing risks and recording such risks.
5. Taking such action as may be necessary to correct faults or to arrange repair of equipment to ensure health and safety.
6. Making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy.
7. Making such representations to Trustees, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health & Safety Policy, particularly with regard to their actions and activities while on the premises.
8. Cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health & Safety requirements.

PROCEDURES

The Health & Safety Policy, Lone Working policy and Use of Personal Electrical Equipment policy will be made available to all Hirers and Contractors.

All Hirers will be expected to read through the whole of the Standard Hiring Conditions, the Health & Safety policy, the Lone Working Policy and the Use of Personal Electrical Equipment policy and sign the Hiring Agreement as evidence that they agree and accept these conditions. The Standard Hiring Conditions and this document will inform all Hirers about safety procedures at the Hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of accidents).

All Contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

Monthly checks will be made by the Management Committee of the Hall and the playground in order to identify any obvious Health & Safety matters.

Management Committee members with specific responsibilities for aspects of Health & Safety will report to the Management Committee meeting.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Trustees, members of the Management Committee, Hirers, Contractors and Users of the Hall.

GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

Premises

1. The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.
2. Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried.
3. The premises should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
4. Water for washing in the kitchen sink should not be heated above 65 degrees centigrade. The kitchen hot water taps are fed by a boiler limited to approximately 65 degrees centigrade.
5. Any floor coverings should lie flat and edges of rugs and carpets should not be allowed to curl up.
6. Spills must be cleared up quickly to prevent slipping.
7. Any concerns regarding any electrical installation, plug, lead etc must be notified to the Booking Secretary or another member of the Management Committee.
8. Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
9. All Hirers should acquaint themselves with the position of the fuse boxes and main switch so that they can be turned off in an emergency.
10. Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
11. Fire extinguishers will be regularly serviced and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
12. All Hirers must make themselves aware of the procedure to follow in the event of fire.
13. All Hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
14. As good practice Hirers should have a method to account for the number of persons present during their hire.
15. If the oven or cooker is in use it should not be left unattended, even for a short time.
16. Kettles should not be over-filled nor should the leads be left to trail over the edge of the work top.
17. Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
18. No animals should be allowed in the kitchen.
19. All cleaning solutions etc. must be kept out of the reach of children.
20. Due care should be exercised in the car park area.
21. All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.

22. Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
23. All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
24. Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.
25. Where a bouncy castle is used, the Hirer must ensure that they or the supplier has adequate insurance, that its use is properly supervised by an appropriately qualified person. It should be noted that the Ullenhall Village Hall does not have insurance for the use of bouncy castles.

Working practices

1. It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:
    a. Do not attempt to lift anything that you know to be beyond your capability.
    b. You should not move too many chairs at the same time. A chair trolley is available for moving the chairs.
    c. Collapsing some tables for storage can require some effort. A tool is available in the room where the tables are stored to assist in this.
    d. Ask for help with large, heavy or awkward items.
    e. Where possible, lighten the load - separate items so that they are more manageable.
    f. When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.
2. Similarly, when reaching to remove or replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:
    a. Ensure that you are sufficiently elevated to see what you are doing; do not attempt to pull something from a shelf above head height without first checking that it is safe to do so. Use an appropriate ladder or step to enable you to reach. Do not stand on chairs; not only could a resultant fall cause you injury but it could also lead to the injury of others nearby.
    b. Ask for help if necessary.
    c. Do not work at height on steps or ladders until they are properly secured and another person is present.
3. Wear suitable protective clothing and eye protection when undertaking tasks that may involve contact with toxic substances, dust or debris etc.

Hygiene

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

1. All surfaces at which food is to be prepared or eaten must be thoroughly cleaned.
2. Hands must be thoroughly washed before food preparation.

First aid

A well stocked and appropriately labelled First Aid Box is available in the kitchen.

Accident book

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the kitchen.

The important details to be recorded are:

1. the name of the casualty;
2. the date, time and place that the incident or accident occurred;
3. the cause of the accident i.e. what happened;
4. a brief description of the injury (if any) sustained;
5. the first aid (or other) treatment administered and by whom;
6. whether or not medical aid had to be sought; and
7. the name of the person who dealt with the incident.

Last updated 8th October 2025