



WIXFORD VILLAGE HALL

Registered Charity No: 1188301

HEALTH & SAFETY POLICY AND PROCEDURES

1. General Statement of Policy
2. Organisation of Health and Safety
3. Arrangements and Procedures
 - a. Licences
 - b. Fire Precautions and Checks
 - c. List of Equipment, locations, service & test intervals
4. Appendices
 - a. Plan of the hall
 - b. Legislation applicable to employment of staff
 - c. Health and Safety file content
5. Sources

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Wixford Village Hall, prepared and approved by the village hall trustees & committee members.

Our policy is to:

- a) Provide safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members, hirers and members of the public.
- b) Keep the village hall and equipment in a safe condition for all users and attendees of the hall.
- c) Provide such training and information as is necessary to employee(s), volunteers, committee members and hirers.
- d) Undertake a health & safety risk assessment every two years.
- e) Prepare and maintain and health & safety file, which will be kept at the hall.
- f) Ensure that appropriate first aid equipment is available (& replenished as required) in the hall.

It is the intention Wixford Village Hall Committee to comply with all health and safety legislation and to act proactively where it can reasonably do so, to prevent injury, ill health or any danger arising from activities and operations, that take place inside the building or on Village Hall land immediately outside of it (referred to as the 'grounds').

Wixford Village Hall Committee considers the promotion of the health and safety for all who enter the hall or use the grounds, to be of the utmost importance. The 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. To this end, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, 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. The Booking Secretary will ensure that all hirers of the hall, have read and signed a copy of the Hiring Agreement, which will include and set out the hirers health & safety responsibilities.

At present it is not anticipated that there will be any full or part-time employees, working for the hall. However, in the event that this changes, the Trustees and the committee will review this policy and also review the relevant legislation (listed in Appendix B), then revise the policy accordingly.

Signed

Name: John Cain

Position: Chairman and Trustee

Date: 21/8/2024

Part 2: Organisation of Health and Safety

The Wixford Village Hall Committee has overall responsibility for health and safety at Wixford Village Hall. It is the duty of all employees, volunteers, committee members, hirers and members of the public to take care of themselves and others who may be affected by their activities and to co-operate with the committee in keeping the premises safe.

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 Village Hall committee or the Administrator as soon as possible, so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning others that it is not to be used and a note of this issue should be placed in the health & safety file (fault report log).

The Trustees recognise that the Booking Secretary plays an important role in implementing the health and safety policy. The Booking Secretary will draw first time hirers attention to:

- a) the health and safety requirements in the hiring agreement
- b) the health and safety policy
- c) the location of the: first aid box, safety notices, fire exits, firefighting equipment and the evacuation procedure

The following persons have responsibility for specific items:

First Aid Box: Village Hall Committee

Reporting of accidents: Village Hall Committee

Fire precautions and checks: Village Hall Committee

Training in use of hazardous substances and equipment: Health & Safety Officer to arrange the training to be undertaken as required.

Risk assessment and inspections: Village Hall Committee

Information to contractors: Village Hall Committee

Information to hirers (including health & safety responsibilities): Booking Secretary

Insurance: Treasurer

See Appendix A for a plan of the hall showing the location of fuseboard, fire exits, fire extinguishers, fuse box, water supply stop cock,

Part 3: Arrangements and Procedures

a) Licences

WVH is licensed annually with the Performing Rights Society (PRS) and the Phonographic Performance Licence (PPL).

WVH holds a TV Licence

TENS licences must be applied for by the Hirer, if required

b) Fire Precautions and Checks

<https://bit.ly/WVH2024FireAndSafetyProcedure>

Person on the committee with responsibility for arranging testing of fire extinguishers:
Treasurer

Fire Brigade emergency contact tel: 999
Local Fire Brigade name: Alcester Fire Station (as at August 2024)
Tel No: 01789 762490

Location of Fire service record: Meeting Room Credenza (left-hand side). Key in key safe in the store

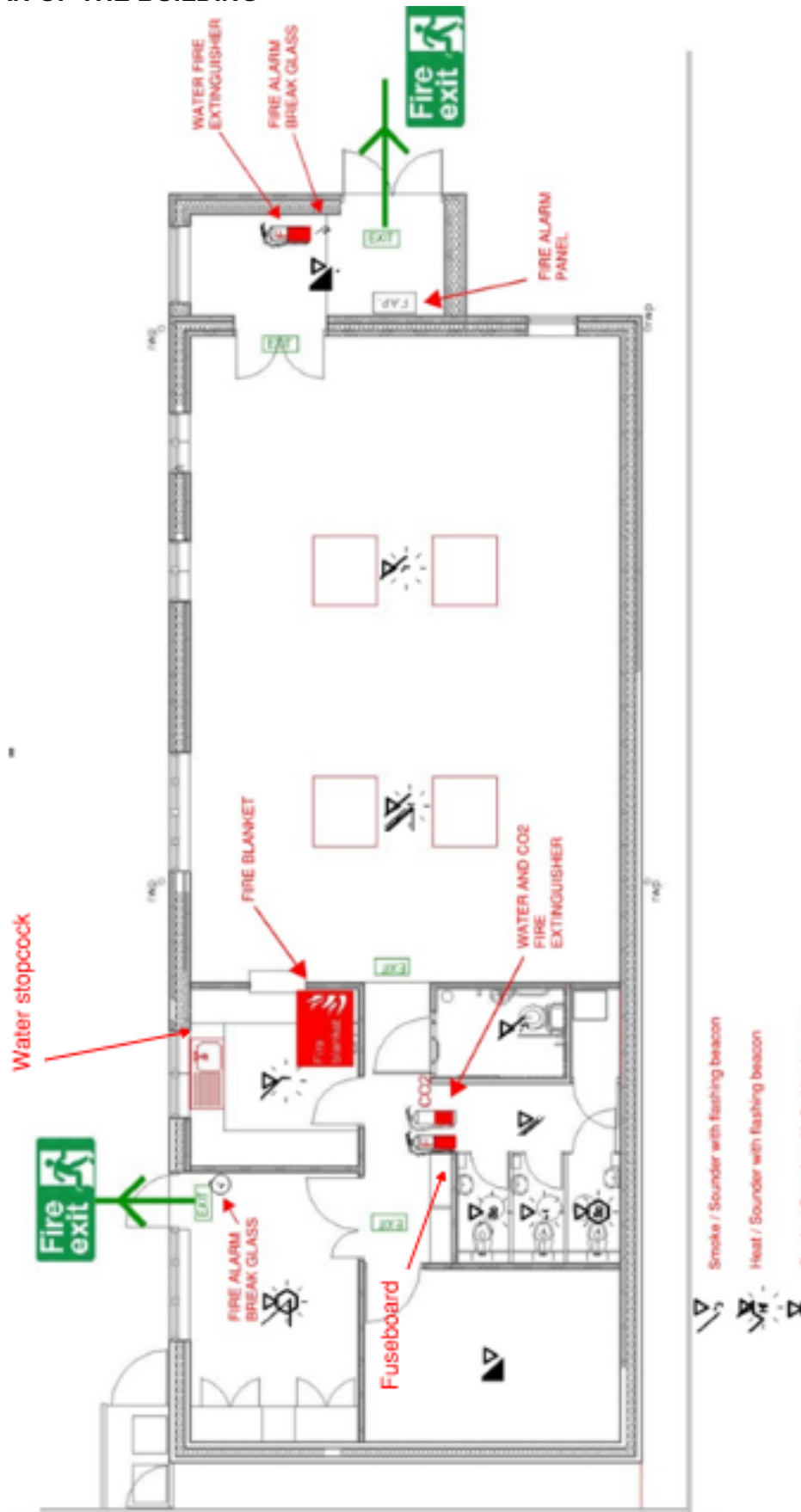
Company hired to maintain and service fire safety equipment:
Company Name: TVF Fire Protection Tel: 0808 5015856

c) List of Equipment, locations, service and test intervals:

Item	Test Interval	Location	Service Date
Emergency lighting (internal)	Monthly	All rooms	Annually from July 2025
Emergency lighting (external)	Monthly	All exits	Annually from July 2025
Fire alarm/sounders	Weekly	All rooms	Annually from July 2025
Fire exit: doors	Monthly	Fire exits/doors	N/A
Fire exit: route clear & unobstructed	Weekly	Routes to fire doors	N/A
Firefighting equipment/extinguishers: visual check	Weekly	Lobby, Kitchen, Rear Corridor	N/A
Firefighting equipment/extinguishers: maintenance	Yearly	Lobby, Kitchen, Rear Corridor	Annually from July 2025
Electrical installation (EICR)	5 yearly	All wiring on site	5 yearly from July 2029
Electrical equipment (PAT)	2 yearly	Loft/store/kitchen TBC	From July 2026
Fire Risk Assessment Review	Yearly	All rooms & external	Next review July 2025

Part 4: Appendices
Appendix A

PLAN OF THE BUILDING



Appendix B

Legislation to be reviewed again by the Trustees, in advance of the village hall employing any full or part-time employees:

The Management of Health and Safety at Work Regulations 1999
The Workplace (Health, Safety and Welfare) Regulations 1992
The Provision and Use of Work Equipment Regulations 1998
The Manual Handling Operations Regulations 1992
The Personal Protective Equipment at Work Regulations 1992
The Control of Substances Hazardous to Health (CoSHH) Regulations
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
The Electricity at Work Regulations 1989

Appendix C

Health and Safety File Content

1. A copy of the hall's health and safety policy
2. Risk assessment surveys and records
3. A copy of the hall's fire safety policy
4. A copy of the fire evacuation procedure
5. Electrical safety certificates
6. RIDDOR reporting of accidents forms (applicable if/ when anyone employed)
7. Accident reporting book
8. Contact details for the list of contractors who built the hall in 2024 and/or provide ongoing or ad hoc maintenance services
9. A list of contacts: Environmental health officer, Fire Brigade, ACRE etc.
10. A plan of the building showing the location of services such as electrical cables, water pipes, overhead power lines and drains within the boundary of the property as well as within the building itself

Part 5: Sources

ACRE: Information Sheet 15: Health and Safety Legislation and Village Halls'

HSE: Website Resources

Village and Community Halls: Legal responsibilities

<https://www.hse.gov.uk/voluntary/work-types/village-and-community-halls.htm>

Health and safety checklist for village and community halls:

<https://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>

Managing risks and risk assessment at work: <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

Adopted: August 2024
Next Policy Review Due: August 2025