Health and Safety Policy
General Policy

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

Our policy is to:

a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.
b) Keep the village hall and equipment in a safe condition for all users.
c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Middlezoy Village Hall Management Committee (MCP) to comply with all the health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or danger arising from its activities and operations.

Middlezoy Village Hall Management Committee (MCP) considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there 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. To this end, it will seek to encourage employees, committee members and users to engage I 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.

Signed; (On behalf of the Management Committee) _____

Name Paul Baker

Position Chair of Village Hall Community Project

Date _____

Organisation of Health and Safety

The Middlezoy Village Hall Management Committee has overall responsibility for health and safety at Middlezoy Village Hall.

The person(s) designated by the Management Committee to have day to day responsibility for the implementation of this policy is/are:

Name	Paul Baker
Telephone Number	07760887907
Address	Chanwell House Main Road Middlezoy
Name	
Telephone Number	
Address	

It is the duty of all employees, hirers and 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, including the grounds.

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 person above, or the Bookings Secretary as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that is not to be used and is should be placed in the

The following persons have responsibility for specific items:

First Aid Box	
Reporting Of Accidents	Angela Cressey
Fire Precautions And Checks	Coomber Security Systems Limited
Training Is Use Of Hazardous Substances And Equipment	Coomber Security Systems Limited
Risk Assessment And Inspections	Coomber Security Systems Limited
Information To Contractors	Dave Rolls
Information To Hirers	Angela Cressey
Insurance	Paul Baker

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, loft access etc.

Arrangements and Procedures

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

	Activity	**The Hall is Licensed For**	**Times for Which the Activity is Licensed**	**Indicate Activities to Take Place at Your Event**
a	The performance of plays	Permitted	9am to 1am M-S 9am to 11.30pm Sun	
b	The exhibition of films (with a certificate)	Permitted	9am to 1am M-S 9am to 11.30pm Sun	
c	Indoor sporting events	Permitted	9am to 1am M-S 9am to 11.30pm Sun	
d	Boxing or wrestling entertainment	Prohibited		
e	The performance of live music	Permitted	9am to 1am M-S 9am to 11.30pm Sun	
f	The playing of recorded music	Permitted	9am to 1am M-S 9am to 11.30pm Sun	
g	The performance of dance	Permitted	9am to 1am M-S 9am to 11.30pm Sun	
h	Entertainments similar to those in a-g	Permitted	9am to 1am M-S 9am to 11.30pm Sun	
i	Making music	Permitted	9am to 1am M-S 9am to 11.30pm Sun	
j	Dancing	Permitted	9am to 1am M-S 9am to 11.30pm Sun	
k	Entertainment similar to those in i-j	Permitted	9am to 1am M-S 9am to 11.30pm Sun	
l	The provision of hot food/drink	Permitted	9am to 1am M-S 9am to 11.30pm Sun	
m	The sale of alcohol New Years Eve Under 18s event	Permitted Prohibited	9am to midnight M-S 9am to 11.30pm Sun 9am to 9am M-S 9am to 1am Sun	

Fire Precautions And Checks

Person on the Management committee with responsibility for testing for the fire risk assessment

Company hired to maintain and service fire safety equipment:

Name Coomber Security Systems Limited
Deane Gate Lodge
Deane Gate Avenue
Taunton
Somerset
TA1 2UH

List of Equipment and it's location.

Item	**Test Interval, weekly/monthly /annual**	**Location**	**Service Date**
Residual Current Device	Monthly	Mainswitch Disabled Toilet	
Emergency Lighting	Monthly	Various (marked by 'running man'.	
Fire Exits-Main Hall	Monthly	Main Hall	
Fire Fighting Appliances	Yearly	Marked on plan	
Electrical Installation	3 Yearly	N/A	

Procedure In Case Of Accidents

The location of the nearest hospital Accident and Emergency/casualty department is: Taunton there is a Minor Injury Clinic at Bridgwater staffed by nurses

If you require other medical advice, call 111

The first aid box is located in: Kitchen.

The person responsible for keeping this up to date is management committee

The accident book/forms are kept in the kitchen. This must be completed whenever an accident occurs

Any accident must be reported to the booking's secretary.

The person responsible for completing RIDDOR forms and reporting accidents is

The following major injuries or incidents must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs and 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 admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or admittance 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 or any substance by inhalation, ingestion or through skin
- Acute illness requiring medical attention which may have resulted from a biological agent or it's toxins or infected material

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 door
- Explosion or fire

Safety Rules (committee information)

Hirers will be expected to read the whole of the hiring agreement and should sign hiring forms to show that they conform to the hiring conditions. All new hirers will be given information by the appropriate person about the safety procedures at the hall which they will be expected to follow and will also be shown the location of the accident book and health and safety file. The following pages should be handed to hirers and included with the hiring agreement as they outline the major safety precautions to be taken.

Safety Rules

'It is the intention of Middlezoy Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from it's activities and operations.

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 Committee has carried out risk assessments. The following practices **must** be followed in order to minimise risks:

Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.

- Do **not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do **not** work on steps, ladders or at height until they are properly secured, and **another person is present.**
- **Do not** leave portable electrical or gas appliances operating while unattended.
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulking items (e.g. stacked tables or chairs) – use the trolleys provided.
- **Do not** stack more than 6 chairs.
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **Do not** allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowing 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 buildings facilities by noting in the maintenance book , and the bookings secretary.

- **Report** every accident in the accident book and Bookings secretary.
- **Turn** on Car Park lights if required.

Be aware and seek to avoid the following risks:

- -creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- -creating tripping hazards such as buggies, umbrellas, mops, and other item left in corridors and halls
- -use adequate lighting to avoid tripping in poorly lit areas
- -risk to individuals while in sole occupancy of the building
- -risks involved in handling kitchen equipment, e.g. cooker, water heater and knives
- -creating toppling hazards by piling equipment, e.g. in store cupboards

Contractors

The Management Committee 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 committee.
- 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)
- 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

Name and address if insurer Allianz Business Services Ltd

Telephone number of insurers

Policy No 96MWP1006341

Date of Renewal 06/08/2024

Any risks excluded or special conditions users should be aware of.

Clubs using the Hall or Playing Field must provide their own Public Liability Insurance.

Review of Health and Safety Policy

The management committee will review this policy annually.

Committee members 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 or employees.

Address and telephone number of organisations that can give advice on health and safety:

The Health and Safety Executive Somerset Council 0300 003 1747

The Fire Authority (Devon and Somerset) 01392 872200

The Local Environmental Health Department. 0300 003 1747

Risk Assessment Record

Middlezoy Village Hall Assessor

Area…… Date…….

Persons at Risk…….

Hazard	Frequency + Severity = Risk Rating		
1			
2			
3			
4			
5			
6			

A Risk Rating of 5 or more requires further action

No.	Present Control Measures	Adequate Y/N	Suggested Improvements

Further Action and Recommendations

Risk Rating Scores

Probable frequency	**Severity**
1 Improbable	1 Trivial Injuries
2 Possible	2 Minor Injuries
3 Occasional	3 Major Injury to One Person
4 Frequent	4 Major Injuries to Many People
5 Regular	5 Death of One Person
6 Common	6 Multiple Deaths

Date Reported to Management Committee……..

Risk Assessment in Village Halls – Identified Hazards

Remember to take account of the risks to the disabled – not only people in wheelchairs but also those with hearing or sight impairment.

AREA	HAZARDS
Car Park	1 Tripping and falling – inadequate lighting 2 Tripping and falling – poor maintenance
Exterior – footpaths and steps	1 Tripping and falling – inadequate lighting 2 Tripping and falling – poor maintenance 3 Tripping and falling – no hand rail 4 Windows protrude over path 5 Access to other hazards e.g. main road, pond 6 Window cleaning
Entrance Area	1 Electric shock from switchgear 2 Slipping on wet floor 3 Tripping and falling – loose mats 4 Tripping and falling – pushchairs 5 Cleaning materials
Main Hall and Meeting Rooms	1 Incorrect moving of heavy items e.g. chairs/tables 2 Electric shock for portable appliances 3 Slipping on wet floor 4 Too many people 5 Electric sockets (access by children) 6 Fire exits blocked (either inside or outside) 7 Fire equipment not working
Kitchen	1 Hot surfaces (esp children) 2 Sharp implements (esp children) 3 Cleaning materials 4 Unsecured hot water boilers (exp children& infirm users) 5 Dangling leads
Toilets	1 Slipping on wet floor 2 Cleaning materials
Maintenance	1 Falls from ladders 2 Working alone 3 Electric shock from appliances 4 Incorrect moving of heavy items (e.g. furniture)
Stores	1 Badly stacked equipment 2 People moving heavy items
Stage	1 Removable steps loose 2 Stage edges not clearly visible

Village Hall Accident Form

General details of incident

Date of Incident…….. Time of incident……

Exact location of incident……

Which organisation or individual was in control of the premises at the time of the incident (who was the hirer)

Person Who Had The Accident

Full Name……..
Age …… Sex M/F……
Address……..
(If Applicable) Nature of Injury (state left or right as appropriate)……
……

Status of Injured Person (tick as appropriate)

	Employee of village hall committee		Self employed person
	Volunteer on village hall business (Includes members of village hall management committee)		Member of general public attending hall function
	Employee of another organisation		Contractor
	Individual hirer		Other (please specify)
	Member of organisation hiring hall		

Description Of How Accident/Incident Occurred

……
……
What was the person doing at the time of the incident…….
(if applicable) was this something they were authorised to do – yes/no
(if applicable) were they authorised to be where the incident occurred – yes/no
When was the incident reported Date……Time…….
By whom was it reported…….
Was the incident witnessed by someone else - Yes/No. Details……
……
Was first aid treatment given on site – Yes/No. Details……
……
Was hospital/medical treatment obtained – Yes/No. Details…….
……
Anticipated absence from work:- no time lost/less than 3 days/3 days or more.
Any further details of accident……
Action required to prevent recurrence……..
Signed by……. Date…….
Name……
Address……..
……

NOTE : Fill in this form remove from pocket and notify the Booking Secretary.