



Woodlands Village Hall Dorset
Registered Charity No. 1201931
www.woodlandsvillagehalldorset.org.uk

Health and Safety Policy

Policy Adopted October 2022

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General Statement of Policy

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

Our policy is to:

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

It is the intention of Woodlands Village Hall trustees to comply with all health and safety legislation and to act positively where we can reasonably do so to prevent injury, ill health or any danger arising from our activities and operations.

The trustees consider the promotion of the health and safety of its employees and volunteers and those who use its premises, including contractors who may work there, to be of great importance. We recognise 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, we will seek to encourage employees, volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Employees, contractors, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the trustees, with all safety requirements set out in the hiring agreement, our terms and conditions of hire 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 trustees)

Rupert Andrews

Name: Rupert Andrews

Position: Chairman



Organisation of Health and Safety

The trustees have overall responsibility for health and safety.

The person(s) delegated by the trustees to have day to day responsibility for the implementation of this policy are:

- Lucy Andrews - 07976 975005
- Mark Jones - 07709 446687

It is the duty of all employees, contractors, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the trustees 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 persons above, or the Lettings Officer, 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 it is not to be used and it should be placed in the shed.

The following persons have responsibility for specific items:

- First Aid Box – Lucy Andrews
- Reporting of accidents - Lucy Andrews
- Fire precautions, risk assessment and checks – Mark Jones & Lucy Andrews
- Risk assessment and inspections - Mark Jones & Lucy Andrews
- Information to contractors – Rupert Andrews
- Information to hirers – Rupert Andrews
- Insurance – Rupert Andrews

A plan of the hall is attached in appendix 1 showing the location of fire exits, fire extinguishers, fuse box and stop cock.



Arrangements and Procedures

Smoking

Smoking is not permitted in the hall or any outbuildings

Licence

The village hall is licensed for the playback of live and recorded music through an annual subscription to the PPL/PRS music service (see separate Media Guidelines in policies section of website).

The village hall is not licensed for:

- The sale of alcohol (Hirers need to apply to Dorset council for a Temporary Events Notice)
 - Hirers can bring their own alcohol for personal consumption by people over the age of 18 at the discretion of the management committee
- Watching broadcast, recorded or streaming TV (see separate Media Guidelines in policies section of website)
- Watching films (see separate Media Guidelines)

Fire Precautions and Checks

See appendix 1 for plan of hall.

See policies section of website for fire safety policy, fire evacuation procedures and latest fire risk assessment.

There is no landline in the hall. Please use a mobile phone to call 999 in event of fire.

Company contracted to maintain and service fire safety equipment:

Fireguard Services
Unit 1 Milton Business Centre
Wick Drive
New Milton
BH25 6RH

Asbestos Management Plan

Please see our website and Health & Safety file for a copy of the plan.

Control of Substances Hazardous to Health

Please see our website and Health & Safety file for our COSHH policy.



List of Equipment

Item	Test interval
Emergency Lighting	Monthly
Fire Exits – main hall	Weekly
Fire fighting appliances	Annually
Electrical appliances	Annually
Electrical installation	5 Years

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is:

- Royal Bournemouth Hospital, Castle Lane East, Bournemouth BH7 7DW
Tel: 01202 303626
Approx 14 miles from village hall

For minor injuries:

- Victoria Hospital, Wimborne Minor Injuries Unit, Victoria Road, Wimborne BH21 1ER
Tel: 01202 856410
Approx 9 miles from village hall

The location and telephone no. for the nearest doctor's surgery is:

- The Cranborne Practice, Pennys Lane, Cranborne BH21 5QE
Tel: 01725 517272

The First Aid Box is located in the kitchen on the wall

The accident book is kept in the health and safety file. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is:
Lucy Andrews – 07976 975005

The person responsible for completing RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) forms and reporting accidents is: Lucy Andrews



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 admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring 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 of any substance by inhalation, ingestion or through skin
- acute illness requiring medical attention which may have resulted from a biological agent or 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.

RIDDOR forms should be completed online here: <https://www.hse.gov.uk/riddor/report.htm>



Safety Rules

All hirers will be expected to read the whole of the hiring agreement and our hiring terms and conditions and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information by the lettings officer about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures) and will be told the location of the accident book and health and safety file.

Hirers will also be signposted to the policies section of our website.

Hirers

The trustees have carried out risk assessments. The following practices must be followed in order to minimise risks:

- All hirers must ensure that the main hall capacities are not exceeded. Maximum number of persons allowed in the main hall are: 100.
- Fires, pyrotechnics or any naked flame (with the exception of tea lights) are not allowed on any part of the property or playing field. Tea lights must be contained in a semi- enclosed container designed for that purpose.
- Tables or chairs must not be taken outside unless by prior written agreement
- The hire agreement must be signed and returned to acknowledge acceptance of the Village Hall Health and Safety policy.
- 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 checked for faults
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
- Do not stack more than five 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-crowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials



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- Report any evidence of damage or faults to equipment or the building's facilities to any member of the management committee.
- Report every accident in the accident book to: Lucy Andrews

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 items left in halls and corridors
- 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 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 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 or gas pipes)
- contractors have their own health and safety policy for their staff
- the contractor knows which trustee 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.



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Insurance

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

Ansvar Insurance
Ansvar House
St Leonards Road
Eastbourne
East Sussex BN21 3UR

Tel: 01323 737541

Policy number: CCP2189769 Date of Renewal: Annually in August

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 trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees/volunteers.



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Appendix 1 – Plan of Hall

