

Preamble

Our policy is to:

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

It is our intention 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 its activities and operations.

We consider the promotion of the health and safety of its staff at work 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 staff, volunteers, committee members, hirers and users to engage in the establishment and observance of safe working practices.

Staff, volunteers, committee members, hirers and users 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.

Version and modification history

The policy was thoroughly revised in July 2024. It was further revised in August 2025 when the new Fire Safety Policy was introduced, as a separate document, meaning that fire safety matters have been removed from here. It is reviewed annually each January. In addition, the Risk Assessment (Appendix A) is updated as and when new risks are identified and as and when mitigations to those risks are addressed.

Organisation of Health & Safety

The Clapham-cum-Newby Village Hall Management Committee (the “management committee”) has overall responsibility for health and safety at Clapham-cum-Newby Village Hall, including:-

- Maintenance of the First Aid Box
- Reporting of Accidents
- Fire precautions and Checks – See the separate Fire Safety Policy
- Training in the use of Hazardous Substances and Equipment
- Risk Assessment and Inspections
- Information to Contractors
- Information to Hirers
- Insurance

The persons delegated by the management committee to have day to day responsibility for the implementation of this policy are the Chair and the Bookings Secretary. Contact details can be found displayed in the corridor next to the main entrance door.

It is the duty of all staff, committee members, hirers and users 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 external areas.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately then they should inform the persons above, 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 supper room store.

Plans of the hall are attached showing the location of

1. Fire safety features (fire exits, alarms, lighting, fire extinguishers, assembly point etc.) but note that the Committee are considering the removal of the fire extinguishers, with the emphasis being on safe evacuation rather than fire-fighting.
2. Water & Heating services (stop cock, boiler, taps, loft access, radiators etc.)
3. Electrical services (switches, lighting, power sockets, fuse box, audio equipment, B4RN network router etc.)

Licence

The village hall has a Premises Licence, issued by North Yorkshire Council, and this is displayed on the main notice board in the hall. Only activities covered by the licence are permitted in the hall and only within the times shown.

Records

Records of Health and Safety matters and related events are stored in a marked drawer in the kitchen labelled 'Important Information'.

List of Equipment and its Location

Residual Current Device - Supper room

Emergency lighting, firefighting appliances (see above), fire exits and related equipment – See plan 1

Water supplies, tanks and central heating equipment – See plan 2

Electrical installation, including computer networks and audio systems – See plan 3

Procedure in the case of accidents

1. The location of the nearest hospital Accident and Emergency/Casualty department is the Royal Lancaster Infirmary, which is located at Ashton Road, Lancaster, LA1 4RP.
2. The location and telephone no. for the nearest doctor's surgeries are Bentham Medical Practice 015242 61202 or Townhead Surgery, Settle 01729 822611.
3. The First Aid Box is located in the kitchen, on the wall by the hatch. The person responsible for keeping this up to date is the First Aid Box Supervisor.
4. The accident book/forms are kept with this file. This must be completed whenever an accident occurs. In addition, any accident must be reported to a member of the management committee who will inform the Chair.
5. The person responsible for completing RIDDOR forms and reporting accidents is the Chair. The following major injuries or incidents must be reported on RIDDOR forms:
 - a. fracture, other than to fingers, thumbs or toes
 - b. amputation
 - c. dislocation of the shoulder, hip, knee or spine
 - d. loss of sight (temporary or permanent)
 - e. any penetrating injury to the eye (including chemical)
 - f. injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
 - g. any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
 - h. unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
 - i. acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
 - j. acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material
6. Relevant examples of reportable dangerous occurrences include:
 - a. electrical short circuit or overload causing fire or explosion
 - b. collapse or partial collapse of a scaffold over 5m high
 - c. unintended collapse of a building under construction or alteration, or of a wall or floor
 - d. explosion or fire

Safety Rules

1. All hirers will be expected to read the whole of the “Booking Conditions” and should indicate that they have done so by ticking the relevant box on the online booking form as evidence that they agree to those conditions. They are also expected to read the “Fire Safety Policy” and should indicate that they have done so by naming their Fire Safety Manager on the booking form. All new hirers will also be given information, or offered training, about safety procedures at the hall which they will be expected to follow (e.g., fire evacuation procedures and safe use of the hall equipment) and will be informed of the location of the Fire Safety Logbook, accident book and health and safety file.
2. It is the intention of the Clapham-cum-Newby 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 its activities and operations.
3. Staff, volunteers, committee members, hirers and users will be expected to recognise that there is a duty on them to comply with the practices set out by the management 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.
4. The management committee has carried out risk assessments. The following practices must be followed in order to minimise risks:
 - a. Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
 - b. Do not work on steps, ladders or at height unless they are properly secured, and another person is present.
 - c. Do not leave portable electrical appliances operating while unattended.
 - d. Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
 - e. Do not attempt to move stacked chairs or tables – move one at a time.
 - f. Do not stack fabric-covered chairs more than 4 high.
 - g. Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
 - h. Do not allow children in the kitchen (this is a requirement of our Premises Licence). Avoid over-crowding in the kitchen and do not allow running.
 - i. Wear suitable protective clothing when handling cleaning or other toxic materials.
 - j. Report any evidence of damage or faults to equipment or the building’s facilities to the Bookings Secretary.
 - k. Report every accident in the accident book and to The Chair.
5. Be aware and seek to avoid the following risks:
 - a. creating slipping hazards on steps, polished or wet floors – mop spills immediately
 - b. creating tripping hazards such as buggies, umbrellas, mops, and other items left in halls and corridors
 - c. use adequate lighting to avoid tripping in poorly lit areas
 - d. risk to individuals while in sole occupancy of the building
 - e. risks involved in handling kitchen equipment e.g., cooker, water heater and knives
 - f. 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:

- i. the contract is clear and understood by both the contractors and all members of the management committee
- ii. the contractors are competent to carry out the work, e.g. have appropriate qualifications, references, experience
- iii. the contractors have adequate public liability insurance cover
- iv. the contractors have seen the health and safety file and Fire Safety Policy and are aware of any hazards which might arise (e.g. electrical or water hazards)
- v. the contractors do not work alone on ladders at height (if necessary, a member of the management committee should be present to assist)
- vi. the contractors have their own health and safety policy for their staff
- vii. the contractors know which member of the management committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- viii. the contractors are aware that any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers
- ix. the contractors are aware of the health and safety procedures and policies and must sign the log book to confirm they have read the documents.

Insurance

Employer's Liability and Public Liability insurance cover are provided by:

Name of Insurer: Allied Westminster

Address: Allied House, Holgate Lane, Boston Spa, Wetherby, LS23 6BN

Policy No. VH 88/0047440/BS71287 MASTER POLICY NUMBER: 100723922BDN

Date of Renewal 1st June annually

Appendix A – Risk Assessment

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Slips, trips and falls Caused by uneven surfaces (internal or external) or slippery floors	Staff, hirers and users of the Hall. Potential injuries include fractures and bruising	External lighting with motion sensors for light entry/exit to Hall. Repair of potholes to eliminate trip hazards as part of regular maintenance in collaboration with neighbours. Parking space for users with disabilities closest to Hall entry. Wooden Hall floor maintained. Users advised to clear up spillages, mop and bucket available. Entrance lobby carpets maintained.	None	N/A	N/A	
Fall on staging Caused by staging not being assembled correctly	Staff, hirers and users of the Hall if the staging not assembled correctly	Staging stored in storage area in barn Assembled and dismantled only when supervised by Committee Member aware of process.	None	N/A	N/A	
Working at height	Contractors undertaking maintenance activities, staff, hirers and users of the Hall installing decorations. Falling off ladders resulting in injury	Contractors instructed to follow safe working practices and provide own Risk Assessments. Step ladders in sluice area kept locked. No use of step ladders until properly secured and another person is present. Advice given in our H&S policy document.	None	N/A	N/A	

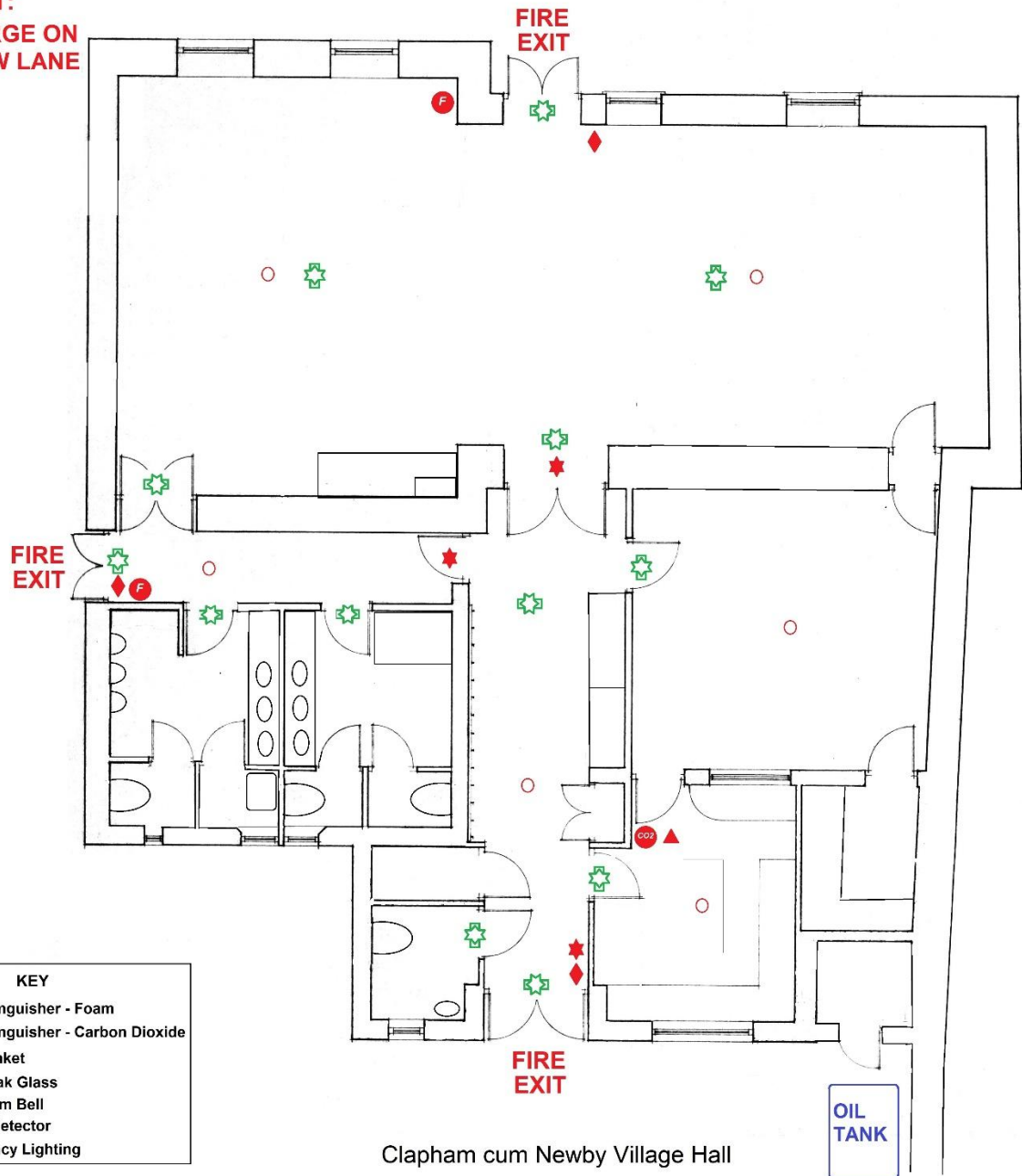
What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Poor storage of tables and chairs	Staff, hirers and users of the Hall who are setting up or dismantling after an event might suffer strains and crush injuries	Do not stack more than four chairs together. Chairs and tables to be moved one at a time.	Information to be included in standard conditions of hire	Policies Working Party	Completed	
Hazardous substances e.g. cleaning products	Staff, hirers and users of the Hall, especially young people, may suffer skin irritation or poisoning	Cleaning products stored in dedicated locked cupboard for access only by staff conducting cleaning	None	N/A	N/A	
Broken Glass	Users during dances where we have a bar	Use only plastic drinking glasses in the main hall during any events where it has been set-up to provide a dancing space. The bar is provided with a rubbish bin for the safe disposal of empty bottles.	Ensure adequate supply of plastic drinking glasses	N/A	N/A	
Manual handling	Staff, hirers and users of the Hall may suffer back injury when moving heavy items, e.g. tables and chairs	Users advised to move tables and chairs one at a time	Information to be included in standard conditions of hire	Policies Working Party	Completed	

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Electricity	Staff, hirers and users of the Hall risk shocks and burns if equipment or installation were faulty	Fixed wiring inspected annually, tested and certificated. Circuits re-tested when any modifications are made. Portable equipment tested annually. Users made aware they are responsible for their equipment on site and advised of need to check it if required. Users advised of location of fuse box (Supper room, cupboard on back wall).	Annual electrical testing when due Annual PAT testing when due Information to be included in standard conditions of hire	Committee Committee Policies Working Party	Due 2025 Due 2025 Completed	
Oil spills From boiler or oil storage tank	Staff, hirers and users of the Hall, contractors Potential injuries include fractures and bruising due to slips and falls	Oil boiler serviced annually and inspection certificate displayed. Bunded oil storage tank (located in Car Park) installed by qualified contractor. Oil deliveries by professional company.	Annual oil boiler inspection	Committee	Annual service (Q1, Jan)	
Ice in car park	Staff, hirers and users of the Hall Potential injuries include fractures and bruising due to slips and falls	Salt available for use as required to cover ice (bin refill is the responsibility of North Yorkshire Council)	None	N/A	N/A	
Kitchen risks (hot water, hot hob, sharp knives)	Staff, hirers and users of the Hall Potential injuries include burns and cuts	No children in kitchen. Knives stored securely. Signs warning about presence of hot water. Hot water boiler secured to surface and unable to be moved.	None	N/A	N/A	

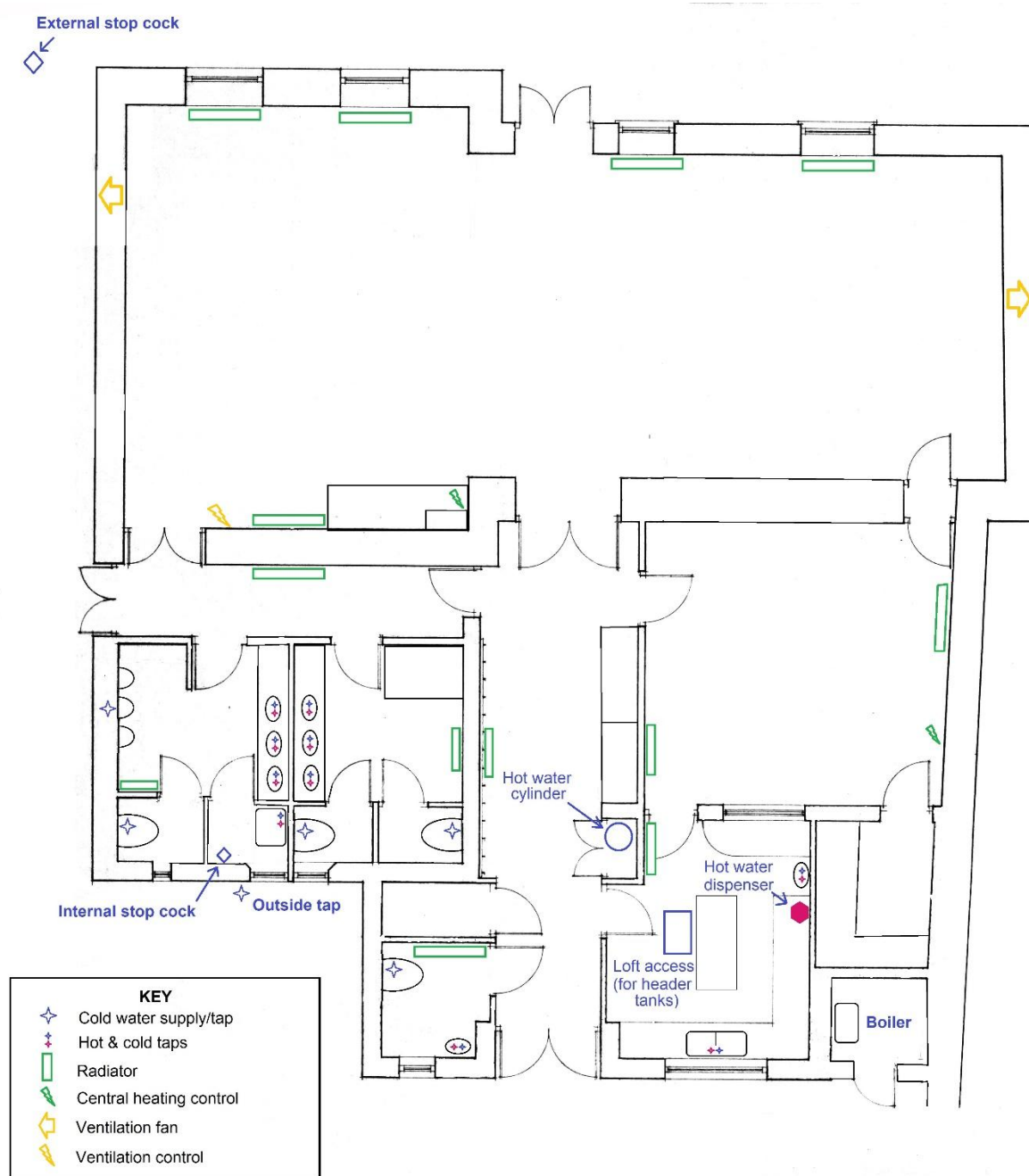
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Ladies toilet (risk of main light being turned off at wall with no visible light remaining in cubicle)	Staff, hirers and users of the Hall who might be trapped in dark and suffer distress	Hirers advised to double check toilet areas before vacating and securing the building	Consider placing notice in Ladies toilet area about confirming no-one still present in cubicle before turning off main light	Working Party to review as needed	Ongoing	

Plan 1 - Fire Safety Features

**FIRE ASSEMBLY
POINT:
GRASS VERGE ON
CROSS HAW LANE**



Plan 2 - Water and Heating Services



Clapham cum Newby Village Hall

Plan 3 – Electrical Services

