



Clenchwarton Memorial Hall Health & Safety Policy

General Statement of Policy

Clenchwarton Memorial Hall (CMH) Trustees have overall responsibility for Health & Safety. We aim to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Trustees, hirers and guests
- b) Keep the hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to committee members, volunteers, contractors and users.

The Management Committee (MC) will comply with all Health & Safety legislation and act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The MC takes into account the Health and Safety of those who use its premises, including contractors. The MC, where possible, will work to prevent accidents and will encourage all users, volunteers, contractors and committee members to observe safe working practices.

Hirers and visitors must recognise there is a duty on them to comply with the practices and duties set out by the Trustees, with all safety requirements set out in the hiring agreement and with safety notices on the premises and accept responsibility to do everything they can to prevent injury to themselves or others.

Organisation of Health and Safety

The day-to-day responsibilities for the implementation of this policy fall to the MC consisting of chair, secretary & treasurer.

It is the duty of all hirers and visitors to co-operate with the Management Committee in keeping the premises safe and healthy, including the car park & outside area.

The following persons have responsibility for specific items:

Information to hirers: chair/ secretary

First Aid box: secretary

Reporting of accidents: chair/ secretary

Fire precautions and checks: chair/ secretary/ pre-school staff

Risk assessment : chair/ secretary

Information to contractors: chair/ secretary

Insurance : chair/ secretary/ treasurer

Should anyone using the hall come across a fault, damage or other situation which might

cause injury or harm or in the event of an incident or accident, they should inform any member of the Management Committee as soon as possible. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

Procedure in case of accidents

The location of the nearest Accident and Emergency dept is: King's Lynn Queen Elizabeth Hospital, Gayton Road , King's LynnPE30 4ET

The telephone no. for the nearest doctor's surgery is: 01553 828475, Churchgate Way, Terrington St. Clement, PE34 4LZ

The **First Aid Box** is located in the Main Hall. The person responsible for keeping this up to date is the secretary.

The **accident book/forms** are kept in the first aid box. This must be completed whenever an accident occurs. Any accident must be reported to any member of the Management Committee a.s.a.p. The management committee will report such an incident to the Parish Council and identify the cause of the incident and any learning opportunities.

The person/s responsible for completing RIDDOR forms and reporting accidents are: chair/ secretary 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 or part of like a wall, ceiling or floor
- explosion or fire

Defibrillator

- Located on the front outside wall of building , registered on 'The Circuit'

Insurance

The hall's Employer's Liability and Public Liability insurance cover is as follows:

- Name of insurer: Hiscox Insurance Company LTD.
- Policy No: 8261130

- Date of renewal: 17th June, 2026
Displayed on the outside notice board and in a folder in a locked cupboard.

Licence

The Memorial Hall does **not** have a music licence or a licence allowing the sale of alcohol. Hirers will need to source such licences if required.

Fire Precautions and Checks

Fire exits are clearly signed and fire fighting equipment and alarms are checked at stipulated time frames, i. e weekly, monthly/ annually

Local Fire Brigade: Kings Lynn Fire Station (dial 999)

Company hired to maintain and service fire safety equipment is

Name: Fenland Fire Appliance LLP

Tel No.: 01945 582358

Location of service record: in locked cupboard in kitchen as well as outside notice board.

List of Equipment and its location

Item	Test interval	Location
Residual Current Device	Annually	
Emergency Lighting	Weekly	Main Hall, Lobby
Fire Exits	Monthly	Main Hall
Fire-fighting appliances	Monthly visual check. Serviced annually	Lobby, Main hall, kitchen
Fire Alarm Test	Weekly	Panel in ladie's toilet
Smoke detectors	Monthly	Main Hall, Kitchen, Store room

Inspection and Servicing of Equipment

There is an agreed schedule for regular inspection and servicing of equipment and a written service record is kept. Specialist professional contractors are employed where appropriate. The responsibility for arranging inspections and services and for maintaining the upkeep of specific items lies with particular named committee members.

The hall and grounds are inspected annually or as needed, in order to identify any disrepair or damage and a report presented at the AGM. Appropriate action can then be planned and carried out during the coming year.

Review of Health & Safety Policy

Trustees with responsibility for aspects of Health & 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.

This policy will be reviewed every three years or earlier if the need arises.

Clenchwarton Memorial Hall Management Committee

Adopted: December 2025

Review Date: December 2028 or as necessary

