

Northborough Community Association
Northborough & Deeping Gate Village Hall,
Cromwell Close, Northborough, PE6 9DP
Charity Number: 302652

Health and Safety Policy

Introduction

This document is the Health and Safety Policy of Northborough Community Association (NCA), and applies to Northborough and Deeping Gate Village Hall (N&DGVH).

General Statement of Policy

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for NCA volunteers, hirers, users and other visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for NCA volunteers, hirers, users and other visitors.

It is the intention of NCA Management Committee to comply with all relevant 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.

NCA Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great 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, the committee will encourage its members and volunteers, hirers, users and other visitors, to engage in the establishment and observance of safe working and other practices.

Volunteers, hirers, users and other 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 Conditions Of Hire, with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Organisation of Health and Safety

The NCA Management Committee has overall responsibility for health and safety at N&DGVH and takes day to day responsibility for the implementation of this policy.

It is the duty of all volunteers, hirers, users and other visitors, 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 and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

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 Bookings Officer as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Bookings Officer informed as soon as possible.

The following persons have responsibility for specific items:

- Risk assessment and inspections: Chair
- First aid box and accident reporting: Bookings Officer
- Fire precautions and checks: Fire Safety Officer
- Information to contractors: Treasurer (who will also obtain a Risk Assessment, Method Statement, Hot Work Permit and Health & Safety policy from the contractors for approval by the committee)
- Information to hirers: Bookings Officer
- Insurance (including trustee insurance): Treasurer
- Equipment, Fittings and Services: A full list of responsibilities and frequency of checks is provided in a later section

Plans of the hall showing the location of fire equipment and emergency exits are included on the [Floorplan](#)

The gas boiler is located in the upper storage area. The gas tap and meter are located in the meeting room cupboard (below the CCTV monitor).

Arrangements and Procedures

Licences

The sale of alcohol is only permitted through a Temporary Event Notice. This must be agreed with the Booking Officer (at the time of booking), obtained by the hirer and evidenced ahead of the event.

The hall has a music licence for playing and performing music.

Fire Precautions and Checks

The NCA Management Committee had a full Fire Risk Assessment carried out on 4th January 2016 in accordance with the Regulatory Reform (Fire Safety) Order 2005. The next full reassessment will be carried out on 20th November 2025.

The Fire Risk Assessment is available on the village hall website where progress with the recommended actions is also shown.

Plans of the hall showing the location of fire equipment and emergency exits are included on the [Floorplan](#)

Person with responsibility for testing equipment and maintaining the logbook: Fire Safety Officer

Location of fire safety logbook and maintenance logbook: Meeting room cupboard to right of CCTV monitor

Company responsible for maintaining and servicing fire safety equipment and emergency lighting: NewFlame

Local Fire Brigade Contact: Market Deeping Fire Station, High Street, Market Deeping, Lincs, PE6 8ED / Telephone: 01522 555777 – Monday to Friday 9am-5pm.

Checking of Equipment, Fittings and Services

The following table shows who is responsible for checking equipment, fittings and services at the hall, and the frequency for the checks to be carried out. Where appropriate, the fire safety log section is shown (#) or the maintenance log section is shown (@):

Item	Responsibility	Frequency
Fire alarm panel indicators (#7)	Cleaner	Daily
Toilets	Cleaner	Daily
Accident book and first aid box (@A)	Booking Officer	Weekly
Electrics (@B), including:	Hall Manager	Weekly

Item	Responsibility	Frequency
<ul style="list-style-type: none"> Lighting and sockets Water heaters, cookers and fridges Heating and air conditioning 		
Plumbing (@B)	Hall Manager	Weekly
Fixtures and fittings (@B/C)	Hall Manager	Weekly / Monthly
General fabric of the building (@C)	Hall Manager	Monthly
Window cleaning (@C)	Hall Manager	Monthly
Pest control (@C)	Hall Manager	Monthly
Flat roofs, gutters, downpipes and drains	Hall Manager	Annually (end of Autumn)
PAT testing	Hall Manager	Annually
Gas boiler and appliances service	Hall Manager	Annually
Electrical Installation Condition Report (EICR)	Hall manager	Every five years
Fire alarm call point test (#7)	Fire Safety Officer	Weekly
Firefighting equipment (#8), fire doors (#12), emergency lighting and signage function test (#5)	Fire Safety Officer	Monthly
Emergency lighting full duration test (#5)	Fire Safety Officer	Every six months
Fire alarm and detection system (#7) and firefighting equipment service (#8)	Fire Safety Officer	Annually
Fire inspection tour and review of the Fire Risk Assessment	Fire Safety Officer and NCA Management Committee	Annually
Full fire risk reassessment (#10)	Fire Safety Officer	Every four years
H&S inspection tour and review of H&S RA	NCA Management Committee	Annually
Full H&S risk reassessment	Chair	Every four years

Procedure in case of accidents

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

Peterborough City Hospital, Bretton Gate, Peterborough, PE3 9GZ / Telephone: [01733 678000](tel:01733 678000)

The location and telephone number for the nearest doctor's surgery is:

Market Deeping Surgery, Godsey Lane, Market Deeping, Peterborough, PE6 8DD

And

Glington Surgery, 3/4 The Green, Glington, Peterborough, PE6 7JN

Main phone number: [01778 579000](tel:01778 579000) / Opening times: 8am-6:30pm

The First Aid Box is located in a wall cupboard in the kitchen which is clearly labelled as the First Aid cupboard.

The accident forms are also kept in the First Aid cupboard. These must be completed whenever an accident occurs. Any accident must be reported to the NCA Chair or Bookings Officer.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Bookings Officer.

Safety Rules

The Conditions Of Hire for the hall contain many health and safety aspects. All hirers are expected to read the conditions and to sign the hiring form as evidence that they agree to the conditions.

The Conditions Of Hire state that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

Safety checks are carried out regularly (see above) and any risks reported to the Management Committee. The Committee maintains the H&S and Fire Risk Assessments, EICR and Maintenance Log which are reviewed at its monthly management meetings.

Repairs and Maintenance

Minor repairs and maintenance work may be carried out by members of NCA, or any other persons appointed by NCA, who have the appropriate skill and experience to carry out the work.

Minor repairs and maintenance work that cannot be carried out by NCA members or other such appointed persons, shall be carried out by an approved person or company as agreed by NCA.

Any electrical work, plumbing work, or work to gas appliances, is to be carried out by a suitably qualified and certified electrician/plumbing/heating engineer as agreed by NCA.

Contractors

The NCA 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 or gas pipes)
- Contractors do not work alone on ladders at height
- 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 required and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations or the Institute of Electrical Engineers Code of Practice
- Where appropriate a Hot Work Permit has been obtained and approved

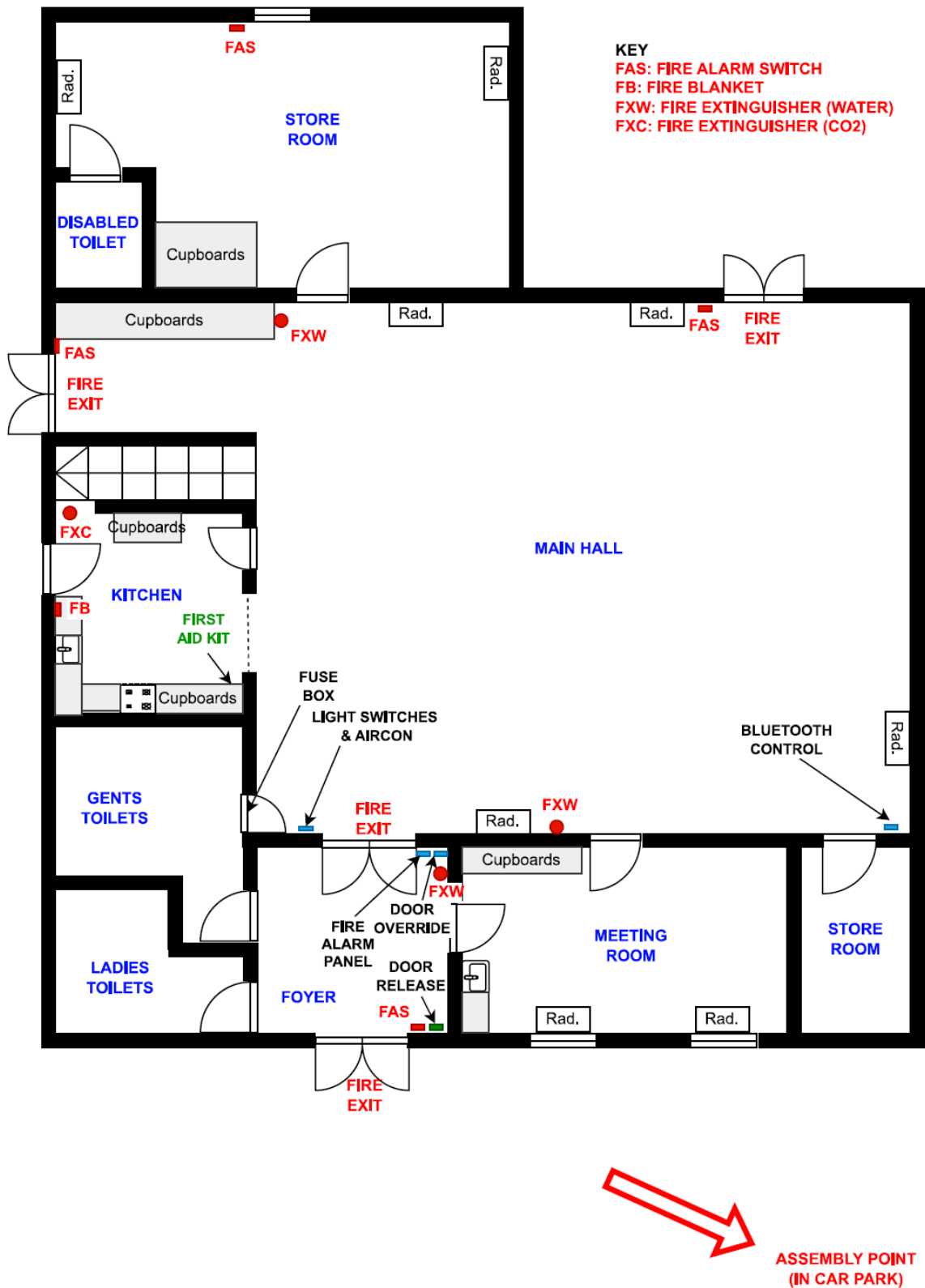
Insurance Company providing the hall's Employer's Liability and Public Liability insurance cover:

Insurer: Ansvar

Policy no. ACY 2452616

Date of renewal: 20/11/2026

Floorplan



Version control

Date	Changes	Version
19 Nov 2025	Document written as part of a full review of NCA Policies & Procedures	1