



Norton Village Hall

Health, Safety and Risk Management

Our policy is to:

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

Introduction

The Norton Village Hall Management Committee (NVHMC) are responsible for health and safety at Norton Village Hall, it seeks 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 activities undertaken in the Village Hall or the attached grounds.

NVHMC recognises that the effective prevention of accidents depends on a commitment to maintaining an awareness of all aspects of safety, as well as to the safe operation and maintenance of equipment and safe systems of work.

Volunteers, hirers, users, and other visitors are expected to recognize their duty to comply with the practices set out by the Committee, with all safety requirements set out in any 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 NVHMC will allocate sufficient resources to properly maintain the building and ensure that the building and grounds are maintained in a safe condition.

It is the responsibility of hirers to ensure that adequate safety measures are in place to protect the well-being of all attendees.

The grounds of the village hall are not fully enclosed so additional care must be taken regarding the supervision of children.

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 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 it is not to be used, and the Booking Secretary informed as soon as possible.

The following members of NVHMC have responsibility for specific items:

- First Aid box: Secretary
- Reporting of Accidents and Incidents: Chairman
- Fire precautions and checks: Designated Committee member
- Annual Risk Assessment and Inspection: Chairman and Secretary

- Information to contractors: Designated Committee member
- Information to hirers: Booking Secretary
- Insurance: Treasurer

Licences

The hall is licensed for music, singing and dancing - Performing Rights Society Music Certificate held. It is not licenced for the sale of alcohol.

Food Hygiene

The Management Committee is aware of Food Standards Agency guidance for providing food for community and charity events and take all precautions necessary in line with this.

Hirers of the Hall should ensure they fully comply with relevant Food Hygiene legislation in relation to their activities.

For advice regarding food hygiene in village halls the Food Standards Agency Guidance should be referred to. Please see:

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>.

Fire Precautions and Checks

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2006

All electrical equipment is tested annually by an approved contractor in accordance with current HSE legislation.

Fire Safety equipment is regularly checked by NVHMC and recorded:

- Annual servicing of Fire Extinguishers by an approved contractor
- Monthly inspection of Fire Extinguishers by Trustee
- Monthly inspection of emergency security lights by Trustee
- Monthly check of smoke and heat detectors by Trustee
- Monthly check of the Fire Exits

Fire Safety Notices are displayed as advised by the Fire Service.

ACTION TO BE TAKEN IN THE EVENT OF FIRE:

- Alert everyone
- Get everyone out of the building as soon as possible
- **Ring 999. The address is Norton Village Hall 4 Ixworth Road, Norton, IP31 3LE**
- Do not return into the building until you are told it is safe to do so.
- Direct everyone to the Fire Assembly point, which is the shelter near the car park entrance.

Procedure in case of accidents, injuries or dangerous occurrences

- First Aid boxes are located in the kitchens.
- The Defibrillator is located on the wall on the wall outside the front of the hall
- Any accident must be reported to the Chairman of the Management Committee.

The location of the nearest hospital Accident and Emergency Dept. is:

West Suffolk Hospital, Hardwick Lane, Bury St Edmunds IP33 2QZ

Tel: 01284 713000

The Accident Book is kept with the First Aid Box in the kitchen. This must be completed whenever an accident occurs even if there was no injury. Any accident or injury must be reported to the **Health and Safety Officer** and major incidents to the **Chairperson** of the Management Committee.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 is: Health and Safety Officer.

Safeguarding issues must be reported to **the Chairperson** without delay.

Safety Rules and Recommendations

All hirers will be expected to read the whole of the hiring agreement and should sign the booking form as evidence that they agree to the hiring conditions.

A General Use Risk Assessment is carried out yearly as far as possible and any risks reported to the Management Committee.

The Management Committee will carry out Checking of Equipment, Fittings and Services.

Regular checks will be made on the following: door mats and stops, ramps, toilets, water heaters, electrical items, outside lights, emergency lighting and exits, all lights, water boilers, locks, electrical sockets, and switches, first aid box and accident book.

Full annual checks will be made on fire extinguishers, emergency lighting, electrical certificate, portable appliances.

Lone working at the hall is not recommended however the Management Committee recognise that there will times when this is unavoidable. At such times all precautions for personal safety should be taken e.g. have mobile phone to hand, do not undertake dangerous activities e.g. ladder work etc.

An asbestos report was completed on 21/04/2022 by East Coast Insulations. No high-risk areas were found; risks were the Artex ceiling in the store and the asbestos cement roof sheets (which have since been removed and disposed of safely).

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 NVHMC.
- The contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience.
- Contractors have adequate public liability insurance cover.
- 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 own 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.

Insurance

Norton Village Hall holds Public Liability Insurance.

Hirers of Norton Village Hall shall insure against any third-party claims which may lie against them or, the organisation if acting as a representative, whilst using the Premises.

Company providing the hall's Employer's Liability and Public Liability insurance cover: Hiscox Insurance, certificate displayed in village hall.

Policyholder: Norton Village Hall. Period of Cover 1/4/2023 to 31/3/2024.

Review of Health and Safety Policy

The Management Committee will review this policy annually at the first meeting of the year. The next review is due by February 2025.