

Thornham Village  
Hall & Playing Field

# Thornham Village Hall & Playing Field Ltd

Company Number: 07479975

Charity Number: 1141442

Registered Address: High Street Thornham PE36 6LX

## Health & Safety Policy Manual

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REVISIONS

Rev No	Date	Section	Title	Changes
6	20-11-18	15	Lone Working	Updated policy and safe system of working
7	29-11-19	All sections 4 5	Use of the Kitchen and Electrical Equipment  Emergency Procedures	Removal of Chairman /Secretary personal information Amended working relating to deep fat frying and cleaning of cooker. Added section on PAT Testing hirers equipment.  Added requirement to unlock slot bolts in fire doors prior to hall use and to lock at end of use.
8	23-06-21	All sections		Reviewed - No changes
9	18-08-22	3 4 6 7 10 19	General Points  Kitchen  First Aid  Fire  Other observations  Working at Height	Add contact telephone Nos. Amended location of emergency phone Removed reference to RED phone.  Amended contact details for Hygiene assistance.  Updated first aiders and location of accident book.  Amended those who are Fire Marshal trained.  Chairs stacked to seven max.  Added reference to loft access ladders

10	20-07-23	All  2  3  4  6  7  20	All  Statement  Responsibilities  General Points  Kitchen  First Aid  Fire  Legionnaires	Reviewed and format updated Updated Chairman & Secretary Added to duty of committee members and hirers. Updated Chairman & Secretary No indoor pyrotechnics 1 – Contact Bookings Admin for advice Removed names of First Aiders Amended location of Assembly point Amended sentence on named Fire Marshalls New section
11	31-07-2025	All  All  All  01  03    03  03  05	All  All  All  Statement  Responsibilities    Responsibilities  Responsibilities  Emergency	Reviewed and format updated Remove all reference to Cricket Pavilion, Committee Member  Refer to Trustee as Director/Trustee Updated Chairman and Secretary Insert Hall does not have a landline. Mobile phone must be carried at all times by the hirer. Wi-Fi in hall and password.  Updated the Important Details for Chairman and Company Secretary  Update email for bookings administration  Deletion bullet point

			Procedures	Location of emergency phone
		06	First Aid Functions	Remove Bookings and Publicity Administrator for
		06	First Aid Functions	Company Secretary to hold qualified First Aiders.
		06	First Aid Functions	Update Burnham Surgery Address.
		06	First Aid Functions	Remove emergency telephone and insert mobile phone Remove Red Emergency telephone from hall and insert Mobile phone
		10	Fire Precautions and checks Common Hazards	Take out gas as no gas in the hall. Take out chair storage trolley and insert chair wheelers. Insert Calor Gas must not be used in the hall.
		16	Asbestos	Remove reference to Asbestos
		14	Confined Spaces	Remove confined spaces and inset loft/attic with additional wording.



## SECTION 02 - RESPONSIBILITIES

The Directors/Trustees have overall accountability/responsibility for health and safety of the facilities and for the implementation of this policy. It is the intention of the Directors/Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from any activity or operation on the entire playing field site.

All users of the facilities are expected to read this Health and Safety Policy statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the site. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.

It is the duty of all contractors, visitors, hirers, employees and volunteers to:

- **take care of themselves and others who may be affected by their activities;**
- **do everything they reasonably can to prevent injury to themselves and others;**
- **co-operate with the Directors/Trustees in keeping the field areas and related premises safe and healthy.**

Should anyone using the facilities come across a fault, damage or other situations which might cause injury and cannot be rectified immediately, they should inform the Chairman or Company 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 it should be reported immediately to the Company Secretary.

Regular Risk Assessments, which address the normal use of the hall, are carried out and wherever practical potential hazards are reduced and if possible, eliminated. Written records of all health & safety issues are kept and available for inspection on request.

Further information can be obtained from the Chairman or Company Secretary upon request – contact details are provided in **Section 3 General Points**.

The Directors/Trustees operate a Health & Safety Policy which seeks to provide a healthy and safe environment for all Hall user bookings.

**Hirers must play a key role in maintaining this healthy and safe environment by operating in a way that does not lower our H&S standards. The hirer or their nominated responsible person is required to sign an acknowledgement of their responsibility to this policy - as part of their hiring agreement. They or their representative are then responsible for the health & safety during their use of these facilities.**

## SECTION 02 - RESPONSIBILITIES

### **CAPACITY LIMITS**

**The maximum occupancy of the Village Hall shall not be exceeded at any time.**

**The capacity limits are as follows:**

- **Seated at Tables: 100 (Main Hall)**
- **Seated in Rows: 120 (Main Hall)**
- **Standing events: 199**
- **Meeting Room : 15**

**Hirers are responsible for ensuring that attendance does not exceed these limits and that safe access and egress is maintained at all times.**

## SECTION 03 – GENERAL POINTS

Any point can be queried with the Village Hall & Playing Field’s Directors/Trustees whose word is final.

The Hall does not have a landline telephone service where ‘999’ services can be accessed. A mobile phone is to be carried at all times by the hirer for any emergency services to be called . When the hall is closed the nearest public telephone is located on the green area between the Orange Tree Public House and All Saints Church and provides ‘999’ emergency services access. The WI-FI in the hall can be used by public. The connection is TVHPF password tvhpf2025.

- The entire building is non-smoking at all times.
- No activities are allowed which involve danger to the public.
- No obvious fire hazards are allowed on the premises.
- No unauthorised heating appliances are to be used.
- No hazardous substances (as regulated by COSHH) are to be used or stored in the Hall.
- No highly flammable substances shall be brought into or used in any part of the premises including indoor pyrotechnics.
- No internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected without the permission of the Directors/Trustees.

**The Hirer must report all accidents involving injury to the public to a Company Secretary as soon as possible and complete an ‘Accident Report Form’.**

Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible.

### Important Details:

**Chairman:** Andrew Jamieson

Email: chair@tvhpf.co.uk **Company Secretary:** Stephanie Mocatta

Telephone: 07977071125

Email: company-secretary@tvhpf.co.uk

## SECTION 03(A) - EQUALITY & DIVERSITY POLICY

Please refer to the separate Equality and Diversity Policy

### THE AIMS OF THE DIRECTORS/TRUSTEES

Our aim is to ensure that we become aware of discrimination and the problem it causes.

We will challenge practices, legislation and institutions, which seek to discriminate against or deny the rights of individuals or groups in any form.

We will seek to take positive action to address the inequalities in our society.

We are committed to the equal opportunities policy set out in this document and will work to develop, improve and monitor it.

The Board gives the following specific commitment, the Directors/Trustees will:

- Where reasonably practical widen accessibility by removing barriers which make it difficult for people with disabilities to use the hall.
- Ensure that the design of publicity and information take account of the needs of people with disabilities e.g. language used, print size.
- Deal with any complaints of discrimination promptly, impartially, thoroughly and confidentially.
- Ensure all Directors/Trustees and employees, volunteers, hirers, are aware of TVHPF's policy on equality.
- Ensure that the equal opportunities policy is monitored and reviewed regularly.
- Challenge racism in any form and encourage its users to do the same.
- Challenge sexist policies, practices and attitudes (including policies, practices and attitudes which may relate to sexual orientation and gender re-assignment) and encourage users to do the same.
- Challenge age discrimination in policies, procedures and attitudes
- Endorse the right of each individual to his or her own religious belief or the absence of a belief.
- Encourage people from underrepresented groups to attend and participate in the activities of the hall.

## THE CODE OF CONDUCT

1. People will be treated with dignity and respect regardless of the group with which they identify.
2. People's feelings and views will be valued and respected. Language or humour that people find offensive will not be used or tolerated, e.g. racist jokes or derogatory terminology.
3. No one will be harassed, abused or intimidated on the grounds that they belong to a minority group. Incidents of harassment will be taken seriously, and the Directors/Trustees will undertake investigations of any complaints quickly, impartially, thoroughly and confidentially.

**SECTION 03(B) –****DATA PROTECTION (UK GDPR)**

The UK General Data Protection Regulation and the Data Protection Act 2018 apply to all organisations, including charities, that collect, store, or process personal data.

The Directors/Trustees of TVHPF are committed to ensuring that personal data is handled in accordance with these legal requirements. A Data Protection Policy is in place to ensure that all individuals understand the importance of data protection and follow appropriate procedures for collecting, using, and storing personal information.

**Personal Data We Collect**

We collect personal information necessary to manage hall hire arrangements and related activities. This may include:

- Contact details (such as name, address, email, and telephone number)
- Booking and hire agreement details
- Payment information (e.g. card or bank details where applicable)
- Ticket purchase information for events

**How We Use Personal Data**

Personal data is used solely for the purposes of:

- Managing bookings and hire agreements
- Processing payments
- Administering ticket sales and events
- Communicating with hirers and responding to enquiries

We do not use personal data for marketing or any unrelated purposes.

**Use of Third-Party Systems**

We use external systems to support our operations. These may include:

- An online booking system (e.g. Lemon Booking) to manage hall hire reservations
- A village hall website to manage enquiries and ticket sales
- Payment processing providers to securely handle financial transactions

These third-party providers act as data processors and are required to comply with UK data protection law. We ensure that appropriate agreements and safeguards are in place to protect personal data.

**Sharing of Personal Data**

We do not share personal data with third parties for advertising or commercial purposes. Personal data will only be shared where:

- Consent has been provided by the individual, or
- There is a legal obligation to do so, or
- It is necessary for service delivery via trusted third-party providers (as outlined above)

### **Data Retention**

Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected.

Typically:

- Hire and booking records are retained for up to three years
- Event and ticketing records are retained for up to three years
- Data will be securely deleted when no longer required

Individuals may request deletion of their personal data at any time, subject to legal or contractual obligations.

### **Data Security**

The Directors/Trustees ensure that personal data is:

- Processed lawfully, fairly, and transparently
- Collected for specified and legitimate purposes
- Kept accurate and up to date
- Stored securely to prevent unauthorised access, loss, or misuse

### **Individual Rights**

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion of their data (where applicable)
- Restrict or object to processing

### **Legal Requests and Safeguarding**

We may disclose personal data where required to comply with legal obligations, such as responding to a court order, or where necessary to protect individuals from harm.

### **Complaints**

Any concerns regarding the handling of personal data should be raised with the Company Secretary in the first instance.

If concerns are not resolved, complaints may be made to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection.

**Reasonable measures are taken to protect electronic systems from unauthorised access**

For more information, please see separate policy Data Protection

## SECTION 04 – USE OF THE KITCHENS AND ELECTRICAL EQUIPMENT

1. Any hirer intending to provide catering (beyond cold or hot drinks and cold proprietary packaged biscuits/cakes) should follow the guidance of the Food Safety Team (Kings Lynn & West Norfolk Borough Council) before proceeding. If any advice is required, please email **our Bookings Administrator** at: [admin@tvhpf.co.uk](mailto:admin@tvhpf.co.uk) who can put you in contact with one of our members who holds a level 2 Food Hygiene Certification.
2. If food is being served whether hot or cold the temperature must be checked and recorded in the book in the Kitchen and Kitchenette. The Food Safety and Due Diligence Form must be completed to list hygiene and food sourcing evidence.
3. Heating or cooking food must comply with regulations. There is a food probe in the kitchen and temperatures must be recorded on the Food Safety and Due Diligence Form.
4. The cooker and oven are normally kept switched off – arrangements for their operation are made via the Company Secretary who will give appropriate guidance in their use. Please note that the cookers **MUST NOT** be used for any deep fat frying and the cookers must be cleaned after use.
5. Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. The oven/hob should be supervised at all times when in use. It remains hot well after being turned off.
6. Users must remove all food at the end of their booking. Outside rubbish bins are provided for disposal of waste food. Bags of food waste must not be left unless securely within the external rubbish bins provided. Excessive rubbish created such as by parties should be removed by the hirer.
7. A hand wash facility is provided. The kitchen and utensils should be left in a hygienic state – usable by the next booking. Cleaning facilities are provided. If the kitchen has been left in an unhygienic state by a previous booking it must be reported to the Company Secretary.
8. While these standards are followed by the Hall's cleaner, the Hall does not arrange cleaning between each booking and the Directors/Trustees cannot be held responsible for the condition of the kitchen from the previous booking.
9. No Children or Minors are allowed within the Kitchen area without adequate supervision at all times.
10. Electric Kettles must be switched off at the wall and unplugged after use.
11. All electrical appliances must have a PAT test as per the guidance given by the Electricity

## SECTION 04 – USE OF THE KITCHENS AND ELECTRICAL EQUIPMENT

at Work Regulations.

12. Hirers of the facilities MUST ensure that any electrical appliances bought onto the premises are Inspected and Tested (PAT tested). **(See risk assessment for Electrical Safety).**

## SECTION 05 - EMERGENCY PROCEDURES

In accordance with the requirements of the Health and Safety at Work etc, and the Management of Health and Safety Regulations 1999, the Directors/Trustees have made arrangements for special procedures which are to be adopted in cases of emergency.

### EMERGENCY PROCEDURES FOR THE PERSON RESPONSIBLE.

A Caretaker is not present on the premises. As the responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event. Key holders should keep the key secure.

### BEFORE THE EVENT YOU SHOULD BE AWARE OF: -

- What fire protection systems are available?
- How a fire will be detected.
- How people will be warned if there is a fire.
- What people should do if they discover a fire?
- How evacuation of the building should be carried out including arrangements for those identified as being especially at risk such as those with disabilities or children.
- Where people should assemble after they have left the building and procedures for checking everybody has evacuated the building.
- Arrangements for fighting a fire.
- How fire and rescue services and any other services will be called.
- Procedures for meeting the fire and rescue services on their arrival.
- Check all escapes are clear of obstruction.

**Unlock all of the fire doors exiting the main hall which may have shoot bolts fitted to allow doors to be immediately opened in the event of a fire.**

### AT THE START OF AN EVENT, YOU SHOULD NOTIFY ALL PRESENT ABOUT: -

- The smoking policy.
- The emergency break points.
- Location of exits and escape routes.
- Taking only valuables immediately to hand and not to go to collect other belongings.
- Not leaving items on the floor that could cause obstruction e.g. kitbags.
- The location of the Assembly Point.
- What will happen after an evacuation.

DURING AN EVENT, YOU SHOULD ENSURE THAT: -

- Escape routes and exits do not become obstructed.
- The No Smoking policy is adhered to.
- No naked flames are started (unless authorised).
- Rooms do not become overcrowded.
- Noise levels cannot drown out the need for emergency announcements.

AT THE END OF THE HIRING, YOU SHOULD ENSURE THAT: -

- **Lock all shoot bolts fitted to the fire and general doors facing the playing field exiting the main hall which have been opened.**
- The premises are left clean and tidy and equipment is returned to its correct position / storage area.
- All items brought onto the premises are taken away.
- All heaters including water heaters are turned off.
- All electrical appliances are turned off and unplugged.
- All lights not required for security reasons are turned out.
- All internal doors are closed.
- All exits to the premises are locked/secured.

## SECTION 06 - FIRST AID FUNCTIONS

First Aid boxes are sited in the **two kitchens**.

First Aider training is provided by the Directors/Trustees for Board members and staff who wish to be qualified First Aiders. There may also be several other volunteers who have undertaken First Aid Training.

The **Company Secretary** holds a register of those members who are qualified First Aiders.

**Users and Hirers are advised to consider and resolve their own First Aid requirements.**

### **IN THE EVENT OF AN ACCIDENT**

The nearest Accident and Emergency/Casualty dept. is:

**The Queen Elizabeth Hospital, Gayton Road, King's Lynn. PE30 4ET  
Telephone 01553 613613**

The nearest doctor's surgery is:

**Hunstanton Surgery, Valentine Road, Hunstanton PE36 5DN  
Telephone 01485 532859**

**Or**

**The Burnham Surgery, Creak Road, Burnham Market PE318DH  
Telephone 01328 737000**

The accident book is located on the **Main Kitchen windowsill with other kitchen information**.

Once completed the relevant person must contact the Company Secretary to whom all accidents, even minor ones, must be reported.

A list of contact numbers is displayed on the wall and can be contacted by using a personal mobile phone.

### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

**An Automated External Defibrillator (AED) is located at:  
The front of the Village Hall.**

## SECTION 06 - FIRST AID FUNCTIONS

**The AED is maintained by the Thornham Parish Council and checked regularly.**

**In the event of a cardiac emergency:**

- **Dial 999 immediately and follow instructions given by the emergency operator.**
- **Retrieve and use the AED if instructed.**

**The AED is designed for use by members of the public and provides audible instructions.**

## SECTION 07 - IN CASE OF FIRE

Regarding Safe Escape in the event of a Fire:

- Users should acquaint themselves with all exits (normal & emergency) and these must be always kept clear (internal & external) such as not to impede emergency evacuation.
- All internal fire doors are marked as such and under no circumstances are to be wedged open. For all events, the hirer must check that all final exits doors are unobstructed – this includes checking that emergency exits are **unlocked** and functional as intended.
- Fire drills are not regularly practiced. User Organisations are responsible for practicing their own fire drills.
- In the event of an outbreak of fire however slight, the building must be evacuated immediately, and the Fire Brigade called – fire extinguishers are provided at all exits to assist in clearing a path for emergency exit.
- The **ASSEMBLY** point indicated by a sign is located at the corner of the Childrens Play area – to the left of the front of the building. Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire.
- The Fire Service should then be called on **999**.

### FIRE PRECAUTIONS AND CHECKS

A plan of the premises showing the location of fire exits, fire extinguishers and smoke detectors is displayed at the alarm call point location within the small meeting room and at the main entrance alarm panel.

**A copy of the Fire Safety procedure is given to all hirers, is in this section and is also displayed on the noticeboard.**

The service record and checks for the fire safety equipment including emergency lighting is available for inspection and is located in the reception area in the main entrance. Examples of the checks undertaken, and forms used are available from the Company Secretary on request.

**The Bookings Administrator holds a register of those members who are trained Fire Marshalls.**

### FIRE SAFETY RESPONSIBLE PERSON

**In accordance with the Regulatory Reform (Fire Safety) Order 2005, the Directors/Trustees are**

## SECTION 07 - IN CASE OF FIRE

the designated Responsible Person(s) for the premises.

The Responsible Person(s) shall ensure:

- A suitable and sufficient Fire Risk Assessment (FRA) is carried out and reviewed regularly.
- Fire safety measures are maintained and regularly inspected.
- Emergency procedures are clearly documented and communicated.

During any period of hire, the hirer or nominated responsible person assumes responsibility for:

- The safe evacuation of all persons present.
- Ensuring fire exits and escape routes remain clear and usable.
- Calling the emergency services in the event of a fire.

All users must comply with fire safety instructions at all times.

## THORNHAM VILLAGE HALL & PLAYING FIELD FIRE EMERGENCY PROCEDURE

### IF YOU DISCOVER A FIRE:

1. ACTIVATE THE FIRE ALARM BY BREAK POINT ACTIVATION
2. ALL PRESENT TO LEAVE BUILDING AND MEET AT ASSEMBLY AREA AND START RECORDING THOSE ASSEMBLED.
3. IF POSSIBLE SWEEP/CHECK OF ALL ROOMS AND TOILETS – DO NOT ENDANGER YOURSELF.
4. ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO.
5. DIAL 999 FOR FIRE SERVICE – FROM THE HALL USING A MOBILE PHONE IF SAFE TO DO SO OR FROM THE NEAREST PUBLIC TELEPHONE WHICH IS ON THE GREEN BETWEEN ORANGE TREE PUB AND ALL SAINTS' CHURCH
6. **GIVE THIS ADDRESS: THORNHAM PLAYING FIELD, HIGH STREET, THORNHAM, PE36 6LX**

### IF YOU HEAR THE ALARM

1. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT.
2. CLOSE ALL DOORS BEHIND YOU.
3. REPORT TO PERSON IN CHARGE AT ASSEMBLY POINT.
4. DO NOT STOP TO COLLECT BELONGINGS.
5. DO NOT TAKE RISKS – JUST GET OUT.

## SECTION 08 - ACCIDENT REPORTING

All accidents / incidents must be reported, preferably to the Company Secretary (however minor) and recorded in our accident book.

This will allow the Directors/Trustees to conduct an investigation and consider risk reduction and provide safer facilities and methods of operation.

The following major injuries or incidents may need reported to the Health & Safety Executive via their online **RIDDOR** forms:

- Fractures, 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 eye (including chemical).
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation.
- Admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agents.
- 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.

Should there be an incident / accident on the premises, that may require the completion of a **RIDDOR** form, then please contact the Company Secretary for assistance.

### NEAR MISS & INCIDENT REPORTING

In addition to accidents, all near misses and hazardous incidents must be reported to the Company Secretary.

A near miss is defined as any unplanned event that did not result in injury or damage but had the potential to do so.

Reporting near misses allows the Directors/Trustees to:

- Investigate potential hazards
- Implement corrective measures
- Prevent future incidents

All reports will be reviewed and, where necessary, action will be taken to improve safety.

## SECTION 08 - ACCIDENT REPORTING

### **SLIPS, TRIPS & EXTERNAL SAFETY**

**The Directors/Trustees will take reasonable steps to minimise the risk of slips, trips and falls.**

**This includes:**

- **Maintaining safe walking surfaces**
- **Ensuring adequate lighting in external areas**
- **Monitoring weather conditions**

**During periods of adverse weather (e.g. ice or snow):**

- **Gritting or other control measures will be implemented where reasonably practicable**
- **Users should take extra care when accessing the premises**

**Hirers must ensure that:**

- **Spillages are cleaned promptly**
- **Trip hazards are minimised during their use of the premises**

## SECTION 9 – MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS

The Directors/Trustees have adopted a systematic approach to minimise or control the risks created in all activities, and areas **(See section 20 Risk Assessments)**.

The Directors/Trustees are implementing a widespread system of Risk

Assessment. The Risk Assessments carried out include: -

- Identifying the hazards.
- Assessing the risks and recording the findings.
- Establishing whether existing safeguards are adequate.
- Implementing suitable measures to ensure that risks are eliminated or controlled.
- Regularly review.

The results of the assessments will where necessary, dictate formal documentation for safe working procedures, and detailed risk assessment documents, which will be made available to you upon request from the Company Secretary.

A regular review is carried out of all assessments and control measures by the Directors/Trustees.

Activity specific risk assessments are performed by the Directors/Trustees as a TVHPF event or activity is scheduled.

## SECTION 10 – COMMON HAZARDS & OBSERVATIONS WITHIN THE HALL, CHILDREN'S PLAY AREA THE PLAYING FIELD, ADULT/YOUTH FITNESS EQUIPMENT AND MUGA FACILITIES.

The following practices must be followed in order to minimise risks:

No safety equipment must be tampered with. If any faults are observed, they must be reported as soon as practical to the Company Secretary.

- In the event of a power failure – an emergency lighting supply is automatically triggered to illuminate exit routes.
- Make sure that all emergency exits doors are clear and unlocked as soon as the pavilion is to be used and throughout its use.
- 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 a height until they are properly secured, and another person is present.
- Do not leave portable electrical appliances operating while unattended.
- The Hall's electrical facilities are regularly inspected by authorised personnel and a certificate issued. Any user noting any questionable defect should report it immediately and where appropriate cease using the faulty appliance.
- Any users needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards. Lengths of floor cable covers are to be used.
- Do not bring onto the property any electrical equipment which has not been inspected or tested. Users are responsible for the safe operation of all equipment they bring into the Hall which must have a current In-service Inspection and testing (PAT) label. Electrical equipment must be used in a safe manner in accordance with the Electricity at Work Regulations 1989. **See forms in this section.**
- Do not attempt to move heavy or bulky items (e.g. stacked tables, chairs or sightscreens) without the proper equipment or help.
- Do not stack chairs more than **SEVEN** high, use of the chair wheelers are provided and should be used at all times to move chairs around the hall.
- 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 area except under close supervision. Avoid overcrowding and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials or horticultural equipment.
- Do not allow untrained persons to operate horticultural equipment.

- Report any evidence of damage or faults to equipment or the building's facilities to the Company Secretary.
- Report every accident to the Company Secretary who will log each incident.
- Ensure that the equipment is regularly inspected, serviced and maintained as appropriate.
- Calor gas must not be used in the hall.

Be aware and seek to avoid the following risks:

- Creating slipping hazards on steps or wet floors – mop spills immediately.
- Creating tripping hazards such as bags, mops and other items left in the kitchen and storage areas.
- Avoiding tripping by using adequate lighting.
- Risks involved in handling kitchen equipment e.g. kettles, water heater and knives.
- Creating toppling hazards by piling equipment e.g. in store cupboards.
- Risks involved using horticultural equipment.
- Risk involved when using the car park as there is only one-way in and out of the car park. Drivers must take care at all times and they should note that the final exit is directly onto a main road.

## SECTION 11 – MANUAL HANDLING OPERATIONS REGULATIONS

The Directors/Trustees have a commitment to achieve the elimination of manual handling hazards. An analysis is carried out in which manual handling activities are clearly identified and approached in a considered way in order to, so far as is reasonably practicable, avoid the need for Volunteers, hirers or Employees to carry out Manual Handling Operations which may involve risk of injury.

Where Manual Handling is unavoidable, **Risk Assessments** are carried out to: -

- Assess the risk and record the findings of the assessment.
- Take measures to reduce the risk of injury.
- Provide information the weight of each load (tables, chairs etc) and the system of work to be used.
- Risk Assessments identify the foreseeable hazards of Manual Handling in moving storage, tables, chairs and general bar work. Volunteers and users must ensure that lifting operations in their area of responsibility are carried out in accordance with safe practices. They will be responsible for confirming that the Risk Assessments are applicable for the proposed lifting operation and that they are conversant with both the Risk Assessments and the safe working procedures.

## SECTION 12 – WORKPLACE (HEALTH, SAFETY, WELFARE) REGULATIONS

In compliance with the Workplace regulations the Directors/Trustees will carry out inspections at least annually of all the premises, devices or systems to make sure they are maintained in an efficient state, efficient working order, in good repair, and subject to a suitable maintenance system (where appropriate).

The inspections will include: -

Ventilation, Temperature, Lighting, Cleanliness & Waste Materials, Washing & WC Facilities, Seating, Tables, Conditions of Floor and Traffic Routes, Access to the site Car Park, Soft Landing Matting in the play and fitness areas and all Doors & Locks.

## SECTION 13 – PERSONAL PROTECTIVE EQUIPMENT REGULATIONS

The Directors/Trustees Risk Assessments will identify the hazards, which PPE can protect against for all work areas and record the findings regarding the hazards, which cannot be removed by other means.

Personal Protective Equipment (PPE) includes: -

- Gloves, Safety Footwear, and Waterproof Clothes, Eye Protection and Hearing Protection

PPE will be provided to employees and volunteers free of charge where a risk assessment identifies a requirement.

It is the responsibility of the user to ensure that PPE is maintained in good working order. Employees and volunteers will use the equipment provided to them and report any lost or defective item to their Company Secretary or relevant Director/Trustee.

Employed or self-employed Sub-contractors are required to provide and use their own PPE.

## SECTION 14 – WORKING IN LOFT / ATTIC

Directors/Trustees, volunteers or staff needing to access the loft or attic space in the Village Hall will follow the instructions for the 'Occasional use of the Loft Ladder' for the loft and use the step ladder provided for the attic. When accessing the loft or attic a Trustee should be aware of who is entering the area and that two people should be present. At no time should anyone enter the loft or attic alone.

## SECTION 24 – LONE WORKING

Although there is no general legal exclusion on working alone, the broad duties of the Health and Safety at Work Act and the Management of Health and Safety Regulations still apply.

To this end safe system for monitoring and assessing the risks involved and putting measures in place to avoid or control the risks will be established.

Control measures will include instruction, awareness training, protective equipment such as mobile phones etc.

A risk assessment will help decide on the level of monitoring.

Some high - risk activities may require the presence of another person. Examples are where there may be a risk of violence, or when locking up and leaving the premises late at night.

Control measures should include:

- Carrying a mobile phone at all times
- Informing another person of location and expected duration of work
- Arranging periodic check-ins
- Ensuring access to emergency contact numbers

High-risk activities must not be carried out alone.

Where there is any doubt regarding safety, lone working must not take place.

## SECTION 16 – ASBESTOS

The main premises is clear of asbestos containing materials.

## SECTION 17 – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH)

The Directors/Trustees will ensure the collection of up-to-date information on the toxicity and potential hazards of all substances used. The information will be available to those with a legitimate need for that information. The Directors/Trustees will limit exposure to and, where necessary, monitor the use of substances hazardous to health as an ongoing priority. Particular care will be taken with the introduction of new substances and the risks assessed as required.

If required, COSHH assessments can be prepared by the Directors/Trustees for any new substances prior to first use. This section contains, COSHH assessments and safety data sheets for known substances that are in use.

## SECTION 18 – SUB CONTRACTORS AND SUPPLIERS

The Directors/Trustees are the persons responsible for assessing the competency of sub-contractors and suppliers prior to the commencement of works or purchase.

All Sub-Contractors, suppliers or third-party service providers are:

- Expected to comply with, and read, the provisions of the safety policy.
- Ensure that any operatives under their control or employ have the competence and knowledge of our safe working procedures and also that they will comply with the Directors/Trustees safety policy as issued.
- Sub-contractors are not entitled to modify, alter or otherwise interfere with any plant, equipment, or materials for which they have no responsibility or need to use, unless otherwise authorised.
- To ensure that any injury sustained, or damage caused by sub-contractors or delivery drivers on the premises this must be reported to the Company Secretary immediately.
- To arrange the provision of suitable welfare facilities and first aid equipment for their employees.
- To observe all statutory provisions concerning dangerous, hazardous, explosive, inflammable or other volatile substances and materials which they shall bring on the premises.
- To keep all workplaces, for which they are responsible, clean and tidy and to clear them periodically as work progresses.
- To wear protective clothing and use safety equipment appropriate to the operation that they are undertaking and also to observe our Environment.

**All Sub-Contractors will generally be expected to actively cooperate in the implementation of our Health & Safety Policy.**

## MONITORING

To ensure compliance, the above points are to be checked on a regular basis and during site inspections etc by the Director/Trustee delegated with that responsibility and in general by the vigilance of all Directors/Trustees whilst at the premises.

A general maintenance register form should be completed.

**See form in this section.**

## SECTION 19 – WORKING AT HEIGHT REGULATIONS

The Directors/Trustees recognise that they must do all that is reasonably practicable to prevent anyone from working at heights, to this end they will ensure that no work is done at height on steps, ladders until they are properly secured and another person is present and if it is safe and reasonably practicable to do so.

This includes accessing storage rooms located in loft spaces.

When Directors/Trustees select equipment for work at height, they will use the most suitable equipment and ensure that the equipment is regularly inspected, serviced and maintained as appropriate.

**Only BSEN131 Professional Use Step Ladders or Ladders are to be used on the premises. No Domestic step ladders shall be permitted on the premises.**

**Only BSEN 14975 Heavy Duty Loft Ladders are to be installed and used on the premises.**

**A working at height risk assessment must be completed by a nominated Director/Trustee prior to any activity commencing.**

## SECTION 20 – LEGIONNAIRES DISEASE

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious Legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia, and everyone is susceptible to infection. The risk increases with age but some people are at higher risk including:

- people over 45 years of age
- smokers and heavy drinkers
- people suffering from chronic respiratory or kidney disease
- diabetes, lung and heart disease
- anyone with an impaired immune system

The bacterium *Legionella pneumophila* and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. They may also be found in purpose-built water systems such as evaporative condensers, hot and cold water systems and spa pools

People contract Legionnaires' disease by inhaling small droplets of water (aerosols), suspended in the air, containing the bacteria. Certain conditions increase the risk from legionella if:

- the water temperature in all or some parts of the system may be between 20-45 °C, which is suitable for growth
- it is possible for breathable water droplets to be created and dispersed eg aerosol created by a cooling tower, or water outlets
- water is stored and/or re-circulated
- there are deposits that can support bacterial growth providing a source of nutrients for the organism eg rust, sludge, scale, organic matter and biofilms.

The Directors/Trustees have a duty and will need to take suitable precautions to prevent or control the risk of exposure to legionella. Therefore, they will:

- Identify the risks in the water system by obtaining a report from a competent person who understands the water systems and any associated equipment.
- Establish any possible exposure to legionella risks
- Establish any potential risk sources.
- Establish any controls currently in place to control risks.
- Implement monitoring, inspection and maintenance procedures.
- Record the monitoring results, inspection and checks carried out.
- Review regularly.

## SECTION 21 – MONITORING OF THE SYSTEM

The monitoring of the Health and Safety Policy and its arrangements is essential to provide information that is needed in order to achieve effective control over the management of health and safety. It is primarily carried out as indicated below.

### INSPECTIONS

#### **External Inspections, typically:**

##### **Health and Safety Representative – Covers**

Attending by invitation to Directors/Trustee meetings to assess and discuss the Health and Safety Policy.

##### **Insurance Company Assessors – Covering**

**Fire, public and employer's liability issues, claims, assessing premiums and security.**

**Contractor Site condition reports.** - Reports are issued to the Chairman or Company Secretary and then to the full Board and are followed up and actioned along with any recommendations.

### METHOD STATEMENTS & RISK ASSESSMENTS

The Directors/Trustees carry out Risk Assessments to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent harm. These risk assessments also help the Directors/Trustees to comply with the various laws and regulations contained in a wide range of legislation. **Copies of the risk assessments are available from the Company Secretary on request.**

The risk assessments, together with the actions and outcomes they may identify, are kept under review in order to aim for the lowest level of risk possible. However, the Directors/Trustees are aware that risk can never be eliminated completely.

New risk assessments are carried out if new or changed circumstances are identified and are part of the Directors/Trustees' on-going commitment to safety.

To meet our obligations and to provide a basis for improving its management of health and safety, we continue to compile a detailed system of method statements and risk assessments.

The Directors/Trustees will ensure that formal risk assessments are carried out for all significant health and safety risks within their areas of responsibility and that action is taken to eliminate or reduce to an acceptable level any risks identified within the timeframe allocated.

Details of the risk assessments will be made available to all volunteers, employees, volunteers and hirers affected by the risk.

## SAFETY AUDITS

Regular safety audits will be carried out to ensure the effectiveness and relevance of the health and safety policies and management systems in place.

The Children's Play Area, Adult/Youth Exercise Area, the Playing Field, and the MUGA facilities will have Safety audits carried out by the Directors/Trustees.

The audits will ensure that action is taken to eliminate any deficiencies noted. The results of the safety audits will be discussed under the rolling Health & Safety agenda item at the Board meetings.

## ACCIDENT/HAZARDOUS INCIDENT REPORTS

All accidents and hazardous incidents will be investigated by the relevant Director/Trustee member and reported under the rolling H&S agenda item to the full Board at the next available meeting.

**See form in this section.**

## SECTION 22 - SAFEGUARDING (CHILDREN & VULNERABLE ADULTS)

### **SAFEGUARDING (CHILDREN & VULNERABLE ADULTS)**

The Directors/Trustees recognise their duty of care to safeguard children and vulnerable adults using the facilities.

The Village Hall & Playing Field provides a community venue and does not act as a supervisory body for activities. Responsibility for safeguarding rests with the hirer or organisation using the premises.

All hirers must:

- Ensure that any activities involving children or vulnerable adults are properly supervised at all times.
- Have appropriate safeguarding policies and procedures in place where required.
- Ensure that individuals working with children or vulnerable adults have appropriate Disclosure and Barring Service (DBS) checks where applicable.
- Comply with all relevant safeguarding legislation and guidance.

Any safeguarding concerns or incidents occurring on the premises must be reported immediately to the relevant authorities and to the Company Secretary as soon as practicable.

The Directors/Trustees reserve the right to refuse or terminate hire where safeguarding requirements are not met.

## SECTION 23 – INSURANCE

### **INSURANCE**

**The Directors/Trustees maintain appropriate insurance cover for the Village Hall & Playing Field, including Public Liability Insurance.**

**Where applicable, Employer’s Liability Insurance is also maintained.**

**Hirers are responsible for ensuring that they have adequate insurance cover for their own activities, including:**

- **Public liability insurance for events or organised activities.**
- **Insurance for any equipment brought onto the premises.**

**The Directors/Trustees shall not be liable for:**

- **Loss or damage to property belonging to hirers or users.**
- **Injury arising from activities organised by hirers where negligence is not attributable to the Hall.**

**Proof of insurance may be requested prior to confirmation of booking.**