

Laxfield Village Hall

Charity 304781

Health & Safety Policy

Health & Safety Policy 8th March 2022

Review Date: 8th March 2026

Laxfield Village Hall – Health & Safety Policy

1. Purpose

To comply with Health and Safety legislation and to act positively to prevent injury, ill health or any danger arising from its activities and operations by:

- delivering safe working conditions, equipment and safe systems of work.
- provide information for all users of the hall including hirers, volunteers, contractors and visitors
- keep the Village Hall facilities in a safe condition for all users.

All hall users will be expected to acknowledge that there is a duty on them to comply with the practices set out by the hall's 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.

Part 2: Organisation of Health and Safety

The Hall Management Committee has overall responsibility for health and safety at the village hall with responsibility for the implementation of this policy.

It is the duty of all users in keeping the hall safe and to work with the hall committee in keeping the premises a safe environment.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of children and vulnerable adults who attend private functions at the hall.

Should anyone using the hall discover equipment, which is damaged or faulty, a notice should be placed on the fault or damage, warning that it is not used. The chair/committee or the bookings manager informed as soon as possible and the fault dealt with.

Responsibility for detailed items:

- First Aid box: Chair/Committee
- Reporting of Accidents: Chair/Committee
- Fire precautions and checks: Chair/Committee
- Risk Assessment and Inspections: Chair/Committee
- Information to contractors: Chair/Committee
- Information to hirers: Bookings Manager
- Insurance: Treasurer

A plan of the Hall must be made available showing the location of electricity consumer units (2), emergency exits, fire doors, and fire extinguishers.

Formatted: Font: 16 pt

Part 3: Arrangements and Procedures

3.1 Licences

The hall is licensed for music, singing and dancing. The sale of alcohol is permitted through Mid Suffolk District Council Premises Licence. The Committee are the Licence Holders.

Formatted: Font: 16 pt

3.2 Fire Precautions and Checks

The Management Committee is responsible for completing Fire Risk Assessments in accordance with current regulations.

The committee is responsible for testing of the fire alarm system and keeping a Logbook. A weekly check is conducted by the committee member who completes the Logbook.

Weekly: checks and cleaning of door mats, floors, toilets and kitchen area are conducted by the Cleaner, provided by Laxfield Parish Council, reporting items requiring action to the Management Committee.

Committee members are responsible for testing the emergency lighting system and keeping a Logbook.

Monthly: testing and checks of the emergency lighting system are conducted by the Management Committee.

Monthly: checks of the First Aid Box, ladders, fire doors, locks and signage and are conducted by the committee.

Half Yearly: Heating and air conditioning units, window cleaning, outside gutters,

Yearly: Fire extinguishers and fire alarm systems.

5 Yearly: Fixed Wire Testing by qualified contractor.

2 Yearly: PAT Testing by qualified contractor.

3.3 Procedure in case of accidents

The First Aid Box is in the kitchen.

Contact details for nearest GP, Hospital, first aiders and fire station are displayed on the notice board in the entrance lobby of the hall.

A defibrillator is fitted to the external wall near the main entrance. Laxfield Parish Council maintains it. Full instructions for access are on the front of the defibrillator cabinet. The access code is also held in the First Aid Box.

An Accident and Issues book is located in the kitchen. An entry must be completed whenever an accident occurs by hirers.

The hard copy of the accident is photographed, removed from the Accident and Issues Book and digitally stored.

Any accident under RIDDOR must be reported to the Chair/Committee member.

3.4 Safety Rules

All Hirers will be expected to read the whole of the Hiring Agreement and sign as evidence that they agree to the hiring conditions.

All statutory or local regulations and rules for public safety must be strictly observed by hirers. Fire, and safety equipment must not be misused or removed from its designated location. Fire exits must not be obstructed. Illuminated fire exit signs must be on for all events.

3.5 Contractors

The 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 conduct 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 also be present).
- Contractors have their own health and safety policy for their staff.

- The contractor knows which member of the committee is responsible for overseeing their work is, the contractors' work is a satisfactory and safe standard.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations.

3.6 Insurance

The company providing the hall's Employer's Liability and Public Liability insurance cover is:

Hiscox Insurance. Date of renewal: 1st April 2026

3.7 Review of this policy

The management committee will conduct a review of this policy every two years and report to Laxfield Parish Council which is a Trustee of Laxfield Village Hall Charity.

1. Signatures of The Trustee Board

Trustee Name:

Signed and dated.....

Trustee Name.....

Signed and dated.....

Trustee Name:

Signed and dated.....

Trustee Name.....

Signed and dated.....

Trustee Name:

Signed and dated.....

Trustee Name.....

Signed and dated.....