

# Health and Safety Policy Document

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# 1. Preface

## 1.1 Introduction [^](#)

This is not the Governing Document for the Village Hall, it is merely a formal way of addressing Health and Safety matters associated with running the Hall.

The Rockbeare Village Hall Management Committee is known in this publication as the Committee. The Committee are very aware of their "duty of care" under common law toward individuals and organisations to avoid carelessly causing personal injury or damage to property. They acknowledge their statutory duty under the Health and Safety at Work Act, 1974 to take "reasonably practicable" steps to ensure the health and safety of user groups and others who use Rockbeare Village Hall i.e. volunteers, members of the public, employees and contractors. Along with these general responsibilities, the Committee acknowledge that other legislation has introduced specific Health and Safety requirements.

## 1.2 How to use this Document [^](#)

This document was drafted in such a way as to separate the documentation that will change from year to year, such as who is responsible for what, from the actual Policy Document itself, which will probably remain static. In this way only a small amount of new paperwork will need to be created annually after each AGM.

A paper copy of this Policy Document Folder is kept in a drawer in the kitchen, and is available to the general public. Every Committee Member should have read it so they know what it is about.

In order to make this Policy Document more accessible, a copy of it in PDF format is posted on the Village Hall Website at [http://www.rockbearevillagehall.org.uk/resources/PDFs/Policy\\_Document.html](http://www.rockbearevillagehall.org.uk/resources/PDFs/Policy_Document.html) From there, **Forms** and **Documents** can be downloaded and printed out by anyone as needed.

There is a section entitled **Forms**. When a **Form** has been filled in, it is called a **Report**. Forms are to be filled in as and when necessary for example after a hall safety inspection by the person who is responsible for that job. Reports are not available on-line, but are filed in the same folder as the Policy Document paper copy.

**Documents** are either :

**Information**, which are to do with making this Policy Document and the Village Hall function properly by helping members of the committee to do their various tasks. for example "Doc. 7 - Guidance for Fire Risk Assessment" which are held on file for reference, or

**Short Notices**, which are notices intended to be displayed to warn of on-going hazards or instructions such as **“CHILDREN ARE NOT ALLOWED IN THE KITCHEN”** or **“FIRE EXIT KEEP CLEAR”** which are available as PDFs for easy printing or photocopying when new copies are needed

Reports of the Hall's Safety Tests and other documentation that are provided by external inspectors are not available on-line:: they are either kept in plastic envelopes at the end of the hard copy Folder or displayed on Notice Boards in the Hall as necessary.

There are also a number of links to the internet for detailed information relevant to running the Hall and various further information on-line in the [Links](#) section of this folder.

When you click on the [^](#) symbol, your screen will show the contents page again.

## **1.3 General Statement of Policy for Health and Safety [^](#)**

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our volunteers, employees, Committee Members and hirers.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary to volunteers and users.

It is the intention of the Committee to comply with all 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.

The 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, it will seek to encourage Committee Members and users to engage in the establishment and observance of safe working practices.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Health and Safety Policy Document has been read, understood and agreed by all members of the committee.

A current signed copy of this 'General Statement of Policy for Health and Safety' statement is in the plastic Reports folder labelled **Report 3 - General Statement of Policy for Health and Safety**. A new copy is signed and dated by the Chair on behalf of the Committee after each A.G.M. Reports are filed in the 'Reports' section at the back of this document.

A Form or template containing the text of this General Statement of Policy is in the Forms section at [Form 3 - General Statement of Policy for Health and Safety](#).

## 1.4 Description of the Premises [^](#)

Rockbeare Village Hall dates back to the 1920s. The building consists of a main hall, with a small entrance lobby, kitchen with serving hatch, the ladies, gents and disabled toilets. There is a communal shower room.

There is also a Playing Field, with a Pavilion and a Children's Play Area just across the road from the Hall.

### 1.4.1 Legal Status [^](#)

The Village Hall is a Registered Charity (Number 300948). It is run by a Committee of volunteers who are either elected members of the public, or are co-opted as in the case to represent special interest groups. The Village Hall Committee are also the Managing Trustees of the Charity. The Village Hall and the Playing Field are both leased from Rockbeare Manor Estate under separate contracts.

### 1.4.2 Principle Uses of the Village Hall [^](#)

The Village Hall is used for a wide variety of functions, including but not exclusively, discos, fetes, parties, musical concerts, polling station, receptions, small business conferences, youth club and other social and fund raising activities.

### 1.4.3 Disabled Facilities [^](#)

It is our aim to ensure that there are no barriers to the use of the Village Hall by disabled people. We want to be fully accessible and user-friendly for all visitors.

If you have a disabled badge for your vehicle you may park on Village Hall forecourt.

The disabled toilet is off the lobby by the front door.

## 2. Operational Procedures

### 2.1 Eligibility of Committee Members [^](#)

The members of the committee are also trustees of the Rockbeare Village Hall Charity. There are rules set out by the Charity Commission to govern eligibility for trusteeship. They are set out in [Link A - Charity Commission: Finding new trustees - What Charities need to know \(CC30\)](#) which also provides help on how to find trustees, to vet them and appoint them. It is a legal requirement that prospective new committee members are aware of the contents of **that CC30** before agreeing to serve, because not everyone is eligible to take on that responsibility. A copy of **CC30** should be available at the AGM for reference.

### 2.2 Things to do after the A.G.M. [^](#)

Ideally, the new Chair and Secretary should make themselves familiar with this Document before the first full committee meeting after the A.G.M.

So that the meeting goes smoothly, the Secretary should bring to the first meeting a copy of [Form 6 - Nominated Persons](#) and sufficient copies of [Doc. 4 - Checklist: Responsibilities & Rights of Individual Committee Members](#) so that each committee member can be given one.

There is useful information about running a village hall charity in [Link B - Charity Commission: The essential trustee: what you need to know \(CC3\)](#)

#### 2.2.1 Responsibilities and Rights of Committee Members [^](#)

At the first meeting of the new committee following an AGM, each committee member should be given a copy of [Doc. 4 - Checklist: Responsibilities & Rights of Individual Committee Members](#).

#### 2.2.2 General Statement of Policy and Review [^](#)

[Form 3 - General Statement of Policy for Health and Safety](#), includes a statement that a review of this entire Health and Safety Policy Document has been done by all the members of the committee. It is suggested that to save time at the meeting this could be done by individual committee members as 'homework'.

When a quorum of the committee have read this Health and Safety Policy Document, possibly at the second meeting, Chair will sign a [Form 3 - General Statement of Policy for Health and](#)

**Safety** to indicate that the committee have agreed this entire Health and Safety Policy and that the review of it has been completed.

If this Health and Safety Document needs revision, this must be done, followed by a reappraisal by the Committee before the Chair signs off the **Form 3 - General Statement of Policy for Health and Safety**.

### 2.2.3 Nominated Persons [^](#)

A list of various routine tasks that are associated with Health and Safety is found on **Form 6 - Nominated Persons**. This Form should be used to record the names of individuals from the Committee who volunteer for the various tasks so that everyone knows 'who is responsible for doing what'. The Form contains reference to various Documents that will help the relevant person do the job, and this information should be brought to their attention when they are nominated.

The act of filling in a copy of '**Form 6 - Nominated Persons**' creates '**Report 6 - Nominated Persons**'

The completed Report 6 is filed with the other reports in the plastic envelopes in the 'Reports' section at the back of this Policy Document folder.

So that members of the public can access a contact person for the Hall, a copy of **Report 7**, (the completed **Form 7 - Contact Names (for outside notice board)**) is displayed on the Notice Board outside the Hall. The version of Report 7 that is pinned on the notice board does not need to be the actual Report 7. A copy that is more visually attractive could be used for preference!

## 2.3 Fire Risk Assessment [^](#)

The Fire Risk Assessment is performed annually after each A.G.M. Guidance how the Assessment should be carried out is in **Doc. 7 - Guidance for Fire Risk Assessment**.

A **Form 2 - Risk Assessment Form (for Fire or Accident)** is completed by the relevant Nominated Person for fire risk, for each of the areas described in **Doc. 5 - Areas to be inspected for Risk Assessment (for Fire or Accident)**

The Nominated Person responsible for Fire Risk Assessment (as identified on **Form 6 - Nominated Persons**), should report his or her findings back to the Committee within 2 months of the A.G.M. Also he/ she is expected to report to the committee during 'any other business', any new concerns regarding fire risk.

## 2.4 Accident Risk Assessment [^](#)

The Accident Risk Assessment is performed annually after each A.G.M. Guidance how the Assessment should be carried out is in [Doc. 8 - Guidance for Accident Risk Assessment](#).

A [Form 2 - Risk Assessment Form \(for Fire or Accident\)](#) is completed by the relevant Nominated Person for accident risk, for each of the areas in [Doc. 5 - Areas to be inspected for Risk Assessment \(for Fire or Accident\)](#)

The Nominated Persons responsible for Accident Risk Assessment (as recorded on [Form 6 - Nominated Persons](#)) should report his or her findings back to the Committee within 2 months of the A.G.M.. Also he/she is expected to report to the committee during 'any other business', any new concerns regarding new accident risk.

The Nominated Person with responsibility for Accident Risk Assessment will report to the committee regularly, including any accidents, faults, and misuse by hirers or other matters that could affect the health and safety of users or employees.

## 2.5 Electrical Safety and the Risk Champion [^](#)

The Risk Champion is responsible for ensuring that items described in [Doc. 6 - General Risk Champion](#) are checked at appropriate times. Any abnormal conditions should be rectified and reported to the next Committee meeting during 'any other business'.

## 2.6 Safety of Contractors and Casual Labour [^](#)

A member of the Committee will check with contractors (including self-employed persons) before they start work that:

- The Contract or document stating the list of work to be carried out is clear and understood by both the contractors and the Committee
- The Contractors should:
  - be competent to carry out the work i.e. have appropriate qualifications, references and experience
  - have adequate public liability insurance cover
  - have seen this Policy Document
  - be aware of any hazards which might arise (e. g. electricity cables)
  - have their own health and safety policy and operate within it's terms
  - know which Member of the Committee is responsible for overseeing that their work has been done to a satisfactory standard.

- Any alterations or additions to the electrical installations or equipment must conform to BS7671 (IEE wiring regulations and be properly certificated).

Under The Control of Asbestos at Work Regulations 2002 we are required to take reasonable steps to locate any asbestos in the premises, assess its condition and manage the risk. If it is in good condition and is not likely to be disturbed or damaged it may be safer to leave it in place and manage it. If it is in poor condition or likely to be disturbed the Committee will have to decide what should be done with it.

### 2.6.1 Lone Workers. [^](#)

Volunteers, hirers, contractors or tradesmen should not work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. People must not work alone on ladders at height.

### 2.6.2 Insurance [^](#)

The Insurance policy covering Rockbeare Village Hall and providing the Hall's Employer's Liability and Public Liability insurance cover is on the Notice Board inside the Hall. A copy of it is listed in the Report Section (**Report A - Employer's Liability and Public Liability Insurance**).

## 2.7 Hiring the Hall [^](#)

Although Hiring the Hall may not at first seem to be a safety issue, it does have extensive safety implications. After all the whole purpose of this entire document is so that the Hall will be a safe place when made available for use by the general public.

Furthermore, those hiring the Hall also need to be aware of the Health and Safety measures that may be needed for their own activity as well as those put in place by the Committee for the Hall itself. All users of the hall should comply with the various notices which the committee have put in place, such as No Children in the Kitchen. These notices are for the benefit of all. A list of them, their wording and location is in the [Short Notices](#) section of this Document.

The Hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities. It is the duty of all hirers and 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, including the grounds and playing field.

A verbal agreement between the Village Hall's Booking Secretary and the Hirer forms the basis of the Hiring arrangement.

A Member of the Committee only staffs the hall during a booked event when it is agreed to be necessary.

The scale of charges should be reviewed from time to time and suitable entry made in a copy of [Form 8 - Scale of Charges](#) to create **Report 8 - Scale of Charges**. (A neat copy of this could be prepared for the noticeboards.)

The Village Hall's Booking Secretary should remind hirers of their duty of care as described below.

### 2.7.1 Responsibility [^](#)

The Committee has overall responsibility for health and safety at Rockbeare Village Hall. However, it is the duty of all hirers and 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, including the grounds and playing field.

It is the hirer's responsibility to ensure that the relevant attendees at a function, for example the Door Supervisors, know the location of the Fire Exits and fire fighting equipment, and know what to do if there is a fire and understand **Doc. 1 - Fire Notice** which is pinned to the notice board in the lobby.

Should anyone using the hall come across a fault, damage or other situation that 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. If possible, the equipment should be removed from the Village Hall.

### 2.7.2 Hiring Procedure [^](#)

This takes the form of a verbal agreement between the Village Hall's Booking Secretary and the hirer. There is no form of written agreement, and safety is largely left to the discretion of the hirer.

## 2.7.4 Licences [^](#)

Although not strictly a Health and Safety issue, this section is included for reference because it relates to hiring the hall.

Temporary Entertainments Licence for the sale of alcohol for consumption on the premises, performing plays and dance, and playing live or recorded music. The application form is known as a Temporary Events Notice and must be submitted 10 days before the event. [Link D - Temporary Events Notice \(England and Wales\)](#) has further details.

A Performing Rights Society Licence is held by the Village Hall Committee, and this enables you to (legally) play recorded music at your event. After the event, please send a list of the music titles that were played so a copy can be forwarded to the PRS to enable them to distribute royalties to the record companies and artists.

See [Link C - Temporary Event Notice – Licensing Act 2003](#)

Copies of the forms needed may be downloaded from the East Devon website.

[Link F - on-line application for a Temporary Event Notice](#) is, as it says, an online form to fill in for an event that needs a licence.

# Links Section

## Links <sup>^</sup>

**Link A - Charity Commission: Finding new trustees**

<http://www.charitycommission.gov.uk/detailed-guidance/trustees-staff-and-volunteers/finding-new-trustees-cc30/#6>

**Link B - Charity Commission: The essential trustee: what you need to know**

<http://www.charitycommission.gov.uk/publications/cc3.aspx#e3>

**Link C - Temporary Event Notice – Licensing Act 2003**

[http://www.eastdevon.gov.uk/ten\\_app\\_form\\_edt001\\_8.10.12-2.pdf](http://www.eastdevon.gov.uk/ten_app_form_edt001_8.10.12-2.pdf)

**Link D - Temporary Events Notice (England and Wales)**

<https://www.gov.uk/temporary-events-notice>

**Link E Performing Rights Society for Music**

<http://www.prsformusic.com/aboutus/pages/default.aspx>

**Link F - on-line application for a Temporary Event Notice**

[https://selfservice.eastdevon.gov.uk/CitizenPortal/form.aspx?form=Temporary\\_Event\\_Notice](https://selfservice.eastdevon.gov.uk/CitizenPortal/form.aspx?form=Temporary_Event_Notice)

**Link G - Get a Quotation for a PRS Licence**

<https://musicshop.prsformusic.com/lmgr/>

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## **Other useful links on various subjects not referred to specifically in the text**

**Difference between Performing Rights Society for Music (PRS) and Phonographic Performance Ltd (PPL)**

<http://www.prsformusic.com/users/businessesandliveevents/Pages/DifferencebetweenPRSforMusicandPPL.aspx>

**FAQ on playing Music in Community Buildings**

<http://www.prsformusic.com/ppljointlicence/Pages/community-buildings-faqs.aspx>

**Fire Information**

<http://www.fireprotectiononline.co.uk/fire-safety-and-fire-extinguishers-know-your-fir-types.html>

# Documents Section

## 3.2. Documents Section [^](#)

These are information reference sheets and notices.

There are two distinct types of Doc. There is Information, concerned with making the hall function properly *e.g. Doc. 2 - List of what is on the Notice Boards*, and Short Notices that are for the benefit of people using the hall, *e.g. Doc. a - No Children in the Kitchen*. In order to keep this document to a reasonable size, the simpler notices are summarised and have a link to the PDF of the notice itself so you can download and print a copy.

Each 'Doc.' is a Master Copy, held in its own plastic envelope. If you need a copy of any of them, please make a photocopy of the Master and use the copy so the Master doesn't degrade, or perhaps more convenient, print the appropriate page of the PDF document from the website.

### 3.2.1 Information [^](#)

These are documents to do with making the hall function properly

[Doc. 1](#) - List of Contents of First Aid Box

[Doc. 2](#) - List of what is on the Notice Boards

[Doc. 3](#) - Risk Rating Scores

[Doc. 4](#) - The Responsibilities & Rights of Committee Members

[Doc. 5](#) - Areas to be inspected for Risk Assessment (for Fire or Accident)

[Doc. 6](#) - General Risk Champion

[Doc. 7](#) - Guidance for Fire Risk Assessment

[Doc. 8](#) - Guidance for Accident Risk Assessment

[Doc. 9](#) - Guidance on Food Safety

Location: in the kitchen next to the hatch

[Doc. 10](#) - Alcohol and the law

Location: in the Hall next to the serving hatch

Doc. 11 - Safety Rules for Hall Hirers (not yet written)

Location: in the kitchen next to the hatch

[Doc. 12](#) - Plan of the Village Hall

Location: Notice board in the front lobby

[Doc. 13](#) Fire Notice

Location: Notice board in the front lobby

### 3.2.2 Short Notices [^](#)

Some of these are simple notices, and all are in separate PDF format.

To download a copy of the document you want click on it. You may then read or print it.

If you need one to photocopy, paper masters are kept at the back of the paper version of this Document.

#### [Doc. a](#) **CHILDREN ARE NOT ALLOWED IN THE KITCHEN**

Location: outside of kitchen door

#### [Doc. b](#) - **TRIP HAZARD BEWARE OF UNEVEN FLOOR**

Location: outside disabled toilet in main lobby

#### [Doc. c](#) - **DO NOT STACK CHAIRS MORE THAN 3 HIGH**

Location: inside the chair and table store

#### [Doc. d](#) - **DO NOT PUT STUFF BY THIS FIRE EXIT**

Location: outside the fire door near the kitchen

#### [Doc. e](#) - **FIRE EXIT KEEP CLEAR**

Location: inside the fire door near the kitchen

#### [Doc. f](#) - **BE CAREFUL STEP DOWN**

Location: low down, on the inside of the shower door

#### [Doc. g](#) - **WATER TEMPERATURE IS CONTROLLED BY A THERMOSTAT**

Location: on the inside of the shower door

# Forms Section

## **Index of Forms** [^](#)

These Forms are blank forms to be filled in with data. Each 'Form.' is a Master Copy held in it's own plastic envelopes and contains templates of forms used in the day to day running of the Hall. If you need a copy of any of them, please make a photocopy from the hard copy folder or download and print the PDF from the website by clicking one of the links, i.e.:

[Form 1 - Hall Hire Agreement](#)

[Form 2 - Fire Risk Assessment](#)

[Form 3 - General Statement of Policy for Health and Safety](#)

[Form 4 - Accident Book Sheet](#)

[Form 5 - Health and Safety Risk Assessment](#)

[Form 6 - Nominated Persons](#)

[Form 7 - Contact Names \(for outside notice board\)](#)

[Form 8 - Scale of Charges](#)

[Form 9 - Fire Equipment Maintenance Form](#)

[Form 10 - Health and Safety Equipment Maintenance \(excluding Fire\)](#)