



## Health & Safety Policy

v.4. of 27.02.23

### Background Introduction

A health and safety policy document normally falls into three parts:

1. General Statement of Policy - states the FVH's commitment, in writing, to tackling health and safety issues. It is signed and dated.
2. Responsibility for carrying out the Statement of Policy - this sets out the person(s) who have specific areas of responsibility e.g. identifies who is in charge of fire procedures, first aid box, risk assessment etc.
3. Arrangements and Procedures - this sets out the systems and arrangements that have been put in place to comply with our statement of intent, and which form part of the policy e.g. accident reporting, copies of risk assessments, together with any other procedures that have been drawn up.

We cannot afford to neglect risk assessment. A risk assessment not only helps to keep

people safe, it is required under several pieces of legislation. Risk assessment:

- is a means of helping management committees ensure buildings comply with health and safety legislation
- offers protection to committees from liability in case of fire or accident
- will be welcomed by insurers
- may be required in order to obtain a Premises Licence
- avoids public liability claims by users, thereby protecting insurance premiums.

If a major event is to be organised, FVH will conduct a risk assessment for each occasion, as different risks may be involved.

It involves walking round the whole premises checking for hazards and applying common sense. In each location there are three questions to ask:

- What could go wrong?
- What would be the consequences and for who?
- What could be done to make sure it doesn't go wrong? Eg:
  - Entrance and approach - adequately lit and with railings and ramp for wheelchair users
  - Fire exits and fire doors in place with no obstructions and suitable signage, railings, directions and instructions
  - Fire extinguishers and fire blanket in place
  - Cleaning products stored away (kitchen, floor & window cleaning etc)
  - Electrical appliances and equipment checked (lighting, kettles, urn & heating system etc)
  - First aid box, accident book and notices in place (kitchen etc), defibrillator (noticed outside)
  - Disabled facilities - ramp, access into and in the hall, toilet facilities
  - Assembly point - in the case of emergency evacuation (NB we always register all people attending our events)
  - Furniture safely stored (tables and chairs etc)

## Part 1 – General Statement of Policy

This document is the **Health and Safety Policy of Farningham Village Hall**

1. Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our contractors, volunteers, 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 staff, volunteers and users.

2. It is the intention of Farningham Village Hall (FVH) Management 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. FVH Management Committee considers the promotion of the health and safety of all those connected with or who use its premises, including contractors who may work there, to be of great importance.

3. The management 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, and all 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 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.

Signed: (On behalf of the Management Committee) \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

## Part 2: Organisation of Health and Safety

The FVH Management Committee has overall responsibility for health and safety at Farningham Village Hall. The person(s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

|               |               |
|---------------|---------------|
| Name:         | Name:         |
| Telephone No: | Telephone No: |
| Address:      | Address:      |

It is the duty of all contractors, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds.

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 person above, or 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 it should be placed in the (location)\_\_\_\_\_.

**The following persons have responsibility for specific items:**

First Aid box \_\_\_\_\_

Reporting of accidents \_\_\_\_\_

Fire precautions and checks \_\_\_\_\_

Training in use of hazardous substances and equipment \_\_\_\_\_

Risk assessment and inspections \_\_\_\_\_

Information to contractors \_\_\_\_\_

Information to hirers \_\_\_\_\_

Insurance \_\_\_\_\_

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, loft access and ...." *(add any other features which may have a bearing on safety).*

### Part 3: Arrangements and Procedures

#### 3.1 Licence

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

| Activity The hall is licensed for             | Times for which the activity is licensed | Indicate activities to take place at your event |
|---|--|---|
| a. The performance of plays                   |  |   |
| b. The exhibition of films                    |  |   |
| c. Indoor sporting events                     |  |   |
| d. Boxing or wrestling entertainment          |  |   |
| e. The performance of live music              |  |   |
| f. The playing of recorded music              |  |   |
| g. The performance of dance                   |  |   |
| h. Entertainments similar to those in a – g   |  |   |
| i. Making music                               |  |   |
| j. Dancing                                    |  |   |
| k. Entertainment similar to those in i – j    |  |   |
| l. The provision of hot food/drink after 11pm |  |   |
| m. The sale of alcohol                        |  |   |

#### 3.2 Fire Precautions and Checks

Insert here a copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, fire-fighting equipment, assembly point(s).  
Person on the management committee with responsibility for testing for the fire risk assessment:

\_\_\_\_\_

Local Fire Brigade contact name: \_\_\_\_\_

Fire Brigade contact tel: \_\_\_\_\_

Company hired to maintain and service fire safety equipment:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Location of service record: \_\_\_\_\_

**Procedure in case of accidents**

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

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The location and telephone no. for the nearest doctor's surgery is:

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The First Aid Box is located in:

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The person responsible for keeping this up to date is:

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The accident book/forms are kept with this file. This must be completed whenever an accident occurs. Any accident must be reported to the member of the management committee responsible, who is:

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The person responsible for completing RIDDOR forms and reporting accidents is:

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The following major injuries or incidents must be reported on RIDDOR forms (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013):

- fracture, 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 the eye (including chemical)
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- 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.

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire

## Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information by the booking secretary about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk.

These could be printed as a separate sheet on coloured paper which is handed to hirers with the hiring agreement, so as to draw attention to them. For example:

“It is the intention of FVH Management 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. Employees, 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 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.

The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring**
- **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 height until they are properly secured and another person is present
- **Do not** leave portable electrical or gas appliances operating while unattended
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulky items (eg stacked tables or chairs) - use the trolleys provided
- **Do not** stack more than five chairs
- **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 except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment or the building's facilities to
- **Report** every accident in the accident book and to \_\_\_\_\_.
- **Be aware and seek to avoid** the following risks:
  - creating slipping hazards on stairs, polished or wet floors – mop spills immediately
  - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
  - use adequate lighting to avoid tripping in poorly lit areas
  - risk to individuals while in sole occupancy of the building
  - risks involved in handling kitchen equipment e.g. cooker, water heater and knives

- creating toppling hazards by piling equipment e.g. in store cupboards.

## END OF SESSION CHECK LIST

1. Search for smouldering fires or cigarettes left burning, and clear waste paper.
2. Check that heaters and cookers are turned off.
3. Check that all electrical appliances are turned off and unplugged.
4. Turn out all lights not required for security purposes.
5. Close all internal doors.
6. Secure all outside doors and windows.

### 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 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 (if necessary a volunteer should 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 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 of the Institute of Electrical Engineers.

### Insurance

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name and address of insurer \_\_\_\_\_

Telephone no of insurer \_\_\_\_\_

Policy No. \_\_\_\_\_

Date of Renewal \_\_\_\_\_

Any risks excluded or special conditions users should be aware of

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## FVH Accident Form

### General details of incident

- Date of incident..... Time of incident.....
- Exact location of incident.....
- Which organisation or individual was in control of the premises at the time of the incident (who was the hirer?).....

### Person who had the accident

- Full name.....
- Age..... Sex : M/F
- Address.....
- (If applicable) Nature of injury (state left or right as appropriate).....

### Status of injured person (tick as appropriate)

- ☐ self-employed person ☐ volunteer on village hall business ☐ contractor  
(includes members of village hall ☐ member of general public attending management committee) hall function
- ☐ employee of another organisation ☐ other (please specify).....
- ☐ individual hirer .....
- ☐ member of organisation hiring hall .....

### Description of how accident/incident occurred.....

- .....
- .....
- ☐ What was injured person doing at time of incident?.....
- ☐ (If applicable) Was this something they were authorised to do? Yes ☐ No ☐
- ☐ (If applicable) Were they authorised to be where the incident occurred? Yes ☐ No ☐
- ☐ When was the incident reported?.....date.....time
- ☐ By whom was it reported?.....
- ☐ Was the incident witnessed by someone else? Yes ☐ No ☐ Details.....
- .....
- ☐ Was first aid treatment given on site? Yes ☐ No ☐ Details.....
- .....
- ☐ Was hospital/medical treatment obtained? Yes ☐ No ☐ Details.....
- .....
- ☐ Anticipated absence from work: No time lost ☐ Less than 3 days ☐ 3 days or more ☐
- Any further details of accident.....
- Action required to prevent recurrence.....
- .....



.....  
**Signed by:** ..... **Date:**.....  
**Name:**.....**Address:**.....

### Review of Health and Safety Policy

The FVH management committee will review this policy annually. The next review is due on (month)\_\_\_\_\_ (year)\_\_\_\_\_

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

FVH management committee regards this document as a 'live policy', meaning that it is continuously subject to amendments and improvements. Actions to follow are:

|   | Action                                   | By whom | By when | Outcome |
|---|--|---------|---------|---------|
| 1 | Design FVH Risk Assessment form          |         |         |         |
| 2 | FVH management committee sign-off policy |         |         |         |
| 3 | Conduct Risk Assessment                  |         |         |         |
|   |  |         |         |         |
|   |  |         |         |         |
|   |  |         |         |         |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

## Area Hazards

### Car Park

1. tripping and falling - inadequate lighting
2. tripping and falling - poor maintenance

### Exterior – footpaths and steps

1. tripping and falling - inadequate lighting
2. tripping and falling - poor maintenance
3. tripping and falling - no hand rail
4. windows protrude over path
5. access to other hazards e.g. main road, pond
6. window cleaning

### Entrance Area

1. electric shock from switchgear
2. slipping on wet floor
3. tripping and falling - loose mats
4. tripping and falling - pushchairs
5. cleaning materials

### Main Hall and Meeting Rooms

1. incorrect moving of heavy items (e.g. chairs/tables)
2. electric shock from portable appliances
3. slipping on wet floor
4. too many people
5. electric sockets (access by children)
6. re exits, blocked (either inside/outside)
7. re equipment not working

### Kitchen

1. hot surfaces (esp. children)
2. sharp implements (esp. children)
3. cleaning materials
4. unsecured hot water boilers (esp. children & infirm users)
5. dangling leads

### Toilets

1. slipping on wet floor
2. cleaning materials

### Maintenance

1. falls from ladders
2. working alone
3. electric shock from appliances
4. incorrect moving of heavy items (e.g. furniture)

### Stores

1. badly stacked equipment
2. people moving heavy items

### Boiler Room

1. inflammable items stored near combustion source (e.g. paint, wood)

### Stage

1. removable steps loose
2. stage edges not clearly visible