

BELSTEAD VILLAGE HALL CHARITY TRUST CHARITY NUMBER 272206

Health and Safety Policy

March 2026

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Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Belstead Village Hall (BVH).

The policy of the Belstead Village Hall Management Committee (BVHMC) is to:

- a) Provide healthy and safe conditions for everyone who uses our hall, including 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 committee members, volunteers and users.

It is the intention of BVHMC 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.

BVHMC considers the promotion of the health and safety of anyone who uses the hall, including contractors who may work there, to be of great importance. BVHMC 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 seeks to encourage all committee members and users to engage in the establishment and observance of safe working practices.

Committee members, 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 the 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

BVHMC has overall responsibility for health and safety at the VH.

The person delegated by BVHMC to have day to day responsibility for the implementation of this policy is Steve Potter.

It is the duty of all committee members, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with BVHMC 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 one of the persons 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 room where the tables are stacked at the rear of the hall. legislation and village halls.

In addition to the overall day to day responsibilities, BVHMC make use of a checklist that shows individuals responsible for specific health and safety checks along with the frequency of any checks. There is a separate checklist for fire safety checks.

The results of the health and safety and fire safety checks are recorded in separate log books, which are kept in the locked storage cupboard at the rear of the village hall.

Part 3 – Arrangements and Procedures

3.1 Licence

Under the Licensing Act 2003 the village hall has a Premises Licence authorising the following regulated entertainment;

- Live music
- Recorded music
- Performance of dance
- Anything of a similar description to that of live music, recorded music or performance of dance

In addition, the hall has authorisation for the provision of entertainment facilities for;

- Making music
- Dancing
- Entertainment of a similar description to making music or dancing.

The following timings apply to both the regulated entertainment and entertainment facilities;
Monday to Friday 10.00a.m. to 12.00midnight
Saturday 10.00a.m. to 11.30p.m.

The premises licence specifically prohibits the carrying on of licensable activities on **Sundays, Christmas Day, Good Friday or at any time outside the permitted hours shown above.**

In addition, our premises licence **does not** authorise the sale or supply of alcohol.

3.2 Fire safety

BVHMC have a separate Fire Safety policy in place that is reviewed annually and signed off by the Chairman. The policy is also loaded on to the village hall website. Please see separate policy for full details.

3.3 Safety checks

The overall health and safety checks and the fire safety checks that are in place along with the persons responsible for completing the checks and results are all recorded in the two log books referred to in part two of this policy.

The following checks are in place;

Overall health and safety;

CHECK	FREQUENCY
Internal hall checked for cleanliness and hazards for example: <ul style="list-style-type: none"> Chairs and tables stacked properly All equipment stored properly 	Weekly
External hall / grounds checked for hazards incl; <ul style="list-style-type: none"> Slip / trip hazards Water pooling, particularly bottom of access ramp entrance to hall Keep drainage channel clear by entrance gates Water pooling on top of flat roofs. 	Monthly
First aid box checked	Quarterly
Accident book checked, along with accident form completion and reporting any RIDDOR requirements	Quarterly
Insurance incl public liability renewed	Annually
H+S relevant information given to hirers	Ongoing
H+S relevant information given to contractors	Ongoing
Defibrillator checked	Quarterly
Risk assessment completed and signed off by committee	Annually
Conditions of use form reviewed for any health and safety amendments	Annually
Hiring forms reviewed for any H+S amendments needed	Annually
H+S policy reviewed for any amendments needed and re-signed by Chairman.	Annually
H+S checklist reviewed and updated as needed	Annually

Fire Safety;

CHECK	FREQUENCY
Fire alarm sounding just using alarm panel	Weekly
Visual hall inspection by Committee to include: <ul style="list-style-type: none"> Damage to electrical equipment incl fridge, freezer, water heaters in kitchen and 3x toilets. Damage to plugs / sockets. Storage of any hazardous materials. Presence of any flammable liquids. Fire equipment (extinguishers and fire blanket) all in place Fire exits clear and exit doors all working ok. Fire exits internal and external lighting all working Signage in place for; <ol style="list-style-type: none"> Four fire action notices (3 on walls by internal fire exit doors and 1 on wall by front entrance) Four fire safety notices (on walls by fire action notices in main body of hall and 1 on notice board in lobby) Four no smoking or vaping signs (3 in main body of hall and 1 in hall entrance lobby) Four fire exit signage (3 on internal exit doors and 1 on main front door) Hall zone plan on wall by front entrance door Fire extinguisher usage signs by the 4 fire extinguishers Fire assembly point sign outside on fence opposite side exit doors 	Weekly

Smoke alarm testing / fire detection / alarm sounding test using spray. Test a different smoke alarm each month.	Monthly
Internal and external emergency exit lighting above exit doors and battery back up emergency lighting in kitchen tested by switching off at fuse box	Monthly
Fire alarm system check by independent Co	Every 6 months
Fire equipment service by independent Company	Annual
PAT testing	Annual
Signage review and any amendments required to be in line with BS5499. To include; <ul style="list-style-type: none"> • Fire action notices and onto website • Fire exit notices • No smoking/vaping signs • Fire safety notices and on website • Hall zone plan and on website 	Annual
Fire policy review. To include; <p>Objectives</p> <ul style="list-style-type: none"> • Objectives of the policy • Roles and responsibilities • Preventative measures in place • Emergency exit procedures • Fire safety checks in place • Risk assessment • Policy review <p>And put policy on website</p>	Annual
Conditions of use form review to include responsibility for hirers to be aware of; <ul style="list-style-type: none"> • Fire safety procedures / notice • Hall plan • Location emergency exit points • Fire action notices • External assembly point • Responsible person has overall responsibility for safety of people at event • Emergency vehicle access from road is clear <p>And conditions of use onto website</p>	Annual
Hirers form review to ensure clause in it that it is their responsibility to make themselves aware of the conditions of use And hirers form onto website	Annual
Discharge emergency exit lighting and emergency lighting in kitchen	Every 2 years
Electrical Installation Condition report (EICR)	Every 5 years
Fire safety inspection by independent Company	Every 5 years
Refresher training for all committee members	Every 5 years
Training for any new Committee members	As required
Fire drill, fire safety procedures communicated at any large scale village event and need to record; <ul style="list-style-type: none"> • Date • Time • No. of people present 	Ad hoc
False alarm record	As and when occurs

3.4 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is:
Ipswich Hospital
Heath Road, Ipswich, IP4 5PD

The First Aid Box is located on the kitchen bar outside right of the shutters.

The person responsible for keeping the first aid box up to date is Marilyn Wosahlo.

The accident book is kept in the black folder by the first aid box. This must be completed whenever an accident occurs, along with an accident form which is also contained in the black folder. Any accident must be reported to the member of the management committee responsible, who is Marilyn Wosahlo.

Under the "Reporting of Incidents, Diseases and Dangerous Occurrences Regulations" (RIDDOR), the following major injuries or incidents must be reported to the Health and Safety Executive (HSE).

- 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.

In addition, 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.

The person responsible for completing RIDDOR forms and reporting accidents is Marilyn Wosahlo.

There is a defibrillator located outside the main entrance doors to the left as you enter. Instructions on how to access the defibrillator are clearly stated on the outside including the cabinet number and postcode of the location.

Part 4 – Safety Rules

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).

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.

It is the intention of BVHMC 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 following practices are 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 (e.g. 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 over-crowding 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 the booking secretary.
- Report every accident in the accident book to Marilyn Wosahlo.

In addition, be aware and seek to avoid the following risks:

- Creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- Creating tripping hazards in the building.
- 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.

In relation to food hygiene. As the hall is not classified as a "food business operator" BVHMC rely on each separate food business using the hall to register with the relevant authorities and to comply with all food hygiene legislation. There is also a clause in the hiring agreement confirming that it is the hirers responsibility to ensure the safety of any food or drink served and that any legislative requirements are met.

However, BVHMC are fully aware of the need, wherever possible, to prevent the contamination of food, including requirements concerning the condition and cleanliness of the premises and any equipment used.

BVHMC are committed to maintaining high standards of maintenance and hygiene so that facilities provided aid the safe preparation and handling of food and drink.

Part 5 - Contractors

BVHMC will check with contractors (including self-employed persons) before they start work that:

- Alterations or additions to electrical installations/equipment conform to current regulations
- The contractors are competent to carry out the work.
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety policy.
- Contractors do not work alone on ladders at height.
- 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 for and to a satisfactory standard.

Part 6 - Insurance

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

Name of Insurer: Hiscox Insurance Company Limited

Registered Address: 1, Great St. Helen's, London, EC3A 6HX

Policy No: 8261395

Part 7 - Risk Assessments

The BVHMC risk assessment is a working document that is formally reviewed annually by the committee and signed off by the Chairman.

The assessment is kept in the health and safety folder held by the BVHMC Secretary and is available to any hirers should they wish to see them.

Part 8 - Review of Health and Safety Policy

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.

This policy will be formally reviewed and signed off by the BVHMC Chairman annually.

Signed: (On behalf of the Management Committee), Paul Keen, Chairman

Date: