Health & Safety Policy and Procedures for Hilton Village Hall

1. Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Hilton Village Hall.

Our policy is to:

a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), 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.

It is the intention of Hilton Village Hall 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.

Hilton Village Hall Management Committee considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

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.

Part 2: Organisation of Health and Safety

The Hilton Village Hall Management Committee has overall responsibility for health and safety at Hilton 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: Bookings Officer

Telephone No: 07752 678415

Email: info@hiltonvillagehall.com

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate 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 Officer, 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 caretaker's cupboard.

The following persons have responsibility for specific items:

First Aid Box:	Bookings Officer
Reporting of accidents:	Bookings Officer
Fire precautions and checks:	Caretaker
Training in use of hazardous substances and equipment:	Caretaker

Risk assessment and inspections: committee

Information to hirers: Bookings Officer

Insurance: Treasurer

See Appendix A for map showing location of key points within the hall including fire exits, fire extinguishers, fuse box, stop cock and boiler.

Part 3: Arrangements and Procedures

3.1 Licence

The village hall does not have a Premises Licence authorising regulated entertainment and licensable activities, these must be obtained by the individual hirers.

3.2 Fire Precautions and Checks

In case of fire or another emergency requiring evacuation, the assembly point is in the Village Hall car park.

See Appendix A for map of the hall showing the location of the fire exits and fire fighting equipment.

Person on the management committee with responsibility for testing for the fire risk assessment: Chair

Company hired to maintain and service fire safety equipment: Paramount Fire Armour

List of Equipment and its location:

For example:

Item	Test interval (weekly/monthly/annual)	Location
Fire alarm	Weekly	Throughout
Fire doors	Weekly	Throughout
Fire fighting appliances & emergency lighting	Monthly	Kitchen & committee room
External inspection- emergency lighting, fire extinguishers, fire alarm system	Annually	Throughout
Electrical installation	5 years	Throughout

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is: Hinchingbrooke Hospital.

The location and telephone no. for the nearest doctor's surgery is: Papworth Surgery 01480 830888.

The First Aid Box is located in the kitchen in the village hall.

The person responsible for keeping this up to date is: Bookings Officer

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: Bookings Officer

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

The following major injuries or incidents must be reported on RIDDOR forms:

- 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

It is the intention of Hilton Village Hall 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 are not in good working order.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
- 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 bookings officer.
- Report every accident in the accident book to: Bookings Officer

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.

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 of Insurer:	Zurich
Policy No:	XAO1221062903
Date of Policy:	1/3/2026 – 28/2/2027

Review of Health and Safety Policy

The management committee will review this policy annually.

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.