

## DATCHWORTH Village Hall



# Datchworth Village Hall Health and Safety Policy

## Part 1: General Statement of Policy

This document is the Health and Safety Policy of Datchworth Village Hall  
Address: 52 Datchworth Green, Datchworth, Herts. SG3 6TL

Our policy is to:

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

It is the intention of The Datchworth 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.

The Datchworth Village Hall Management Committee considers the promotion of the health and safety to all persons who use its premises, including contractors who may work there, volunteers, hirers and committee members 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 contractors, self-employed persons, committee members and users to follow safe working practices and to report any issue to the Management Committee so that remedies can be sought.

Contractors, hirers and visitors will be expected to recognise that there is a duty on them to comply with the procedures set out by the Committee. Safety requirements are set out in the hiring agreement and safety notices are

displayed around the building. All persons are to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: *R L Selwyn*

Position: Chairman (On behalf of the Management Committee)

Name: R L Selwyn

Date: *10/07/24* *5/4/26*  
*RS*

## Part 2: Organisation of Health and Safety

The Datchworth Village Hall Management Committee has overall responsibility for health and safety at Datchworth Village Hall. This encompasses responsibility for the condition of the premises and the provision of information the hall users regarding hazards and risks which have been identified within the hall and its external areas.

The Management Committee are not responsible for the management of individual users' health and safety procedures.

The person delegated by the management committee to have responsibility for overseeing health and safety at the hall is:

Name: Anna Carrick

Position: Health & Safety Representative

Telephone No: 07762 402506

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 is likely to cause imminent danger and severe injury and which cannot be rectified immediately they should inform the person above, or a member of the Management Committee 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 Hall kitchen, if practicable to do so.

The following persons have responsibility for specific items:

**First Aid box:** Health & Safety Representative

**Reporting of notifiable accidents:** Health & Safety Representative

**Fire precautions and checks:** Maintenance/Handyman/Competent

contractor

**Training in use of hazardous substances and equipment:** Cleaning contractor

**Risk assessment and inspections:** Health & Safety Representative or other competent person

### **Part 3: Arrangements and Procedures**

#### **3.1 Fire Precautions and Electrical/Gas Checks**

Please read the Fire Risk Assessment and Emergency Plan for information on fire safety.

**Person on the Management Committee with responsibility for the fire risk assessment:** Health & Safety Representative in conjunction with a competent person so appointed by the Committee.

Fire detection equipment will be regularly checked and serviced by competent contractors in accordance with best practice and including: Please refer to the Fire Risk Assessment.

Fire equipment testing will be carried out by an appropriately qualified and competent person. Records will be kept with the Fire Logbook located in the village hall.

Fire exit checks will be carried out by a member of the Management Committee or delegated person i.e. Maintenance/Handyman and records will be kept in the Fire Log Book.

Electrical testing, including portable appliance testing, will be carried out by an appropriately qualified electrician in accordance with recommended good practice. The Certificates will be kept in the Village Hall Manual with copies kept in a folder in the Hall for information purposes.

The boiler will be serviced annually by a competent contractor. It is not accessible to user groups.

#### **3.2 Procedure in case of accidents**

The location of the nearest hospital Accident and Emergency/Casualty Department is: Lister Hospital, Coreys Mill Lane, Stevenage, Herts. SG1 4AB  
Telephone: 01438 314333

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

Knebworth and Marymead Surgery  
St Martin's Road  
Knebworth

Tel: 01438 812494. Fax: 01438 816497

The First Aid Box is located in: Datchworth Village Hall kitchen

The person responsible for keeping this up to date is: Health & Safety Representative

The accident book is kept with the first aid kit. This must be completed whenever an accident occurs and a Committee member must be informed.

The person responsible for completing RIDDOR forms and reporting accidents to the appropriate authority is: Health & Safety Representative

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

### **3.3. Risk Assessments**

Risk Assessments have been carried out by the Management Committee and these are available as a separate document to this Health and Safety Policy.

There are no significant risks associated with the use of the building that a competent person would not be familiar with.

Common hazards are:

- Slips, trips and falls – these are managed by good maintenance, repair and cleaning regimes. Falls are possible from the stage area as there is no edge protection but control measures are in place eg access gates.

- Use of electrical appliances – these are restricted mainly to the kitchen area and users are advised to allow only competent persons to access to equipment.
- Obstruction of fire exits – users are required to carry out regular checks to ensure that their activities do not obstruct exit routes. Management check all fire exit routes regularly.
- Contact with moving vehicles in the car park – users are advised to note that the car park is generally busy and to proceed with all due diligence. Children are to be accompanied at all times.
- Work at height – users are not expected to access any areas of the hall which are at height. Where they do so for their own activities and use their own equipment users are responsible for their own risk assessments. Work at height by contractors, handyman or Committee members is strictly controlled.

### **3.4 Contractors**

The Management Committee will check with contractors (including self-employed persons) before they are appointed 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 any health and safety information and are aware of any hazards which might arise (e.g. electricity cables)
- 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 and provide a method statement on the works to be undertaken
- the contractor knows which member of the Committee/Handyman is responsible for overseeing their work and confirming that it has been completed to a satisfactory standard
- any alterations or additions to the electrical installations or equipment or to any gas or other services must conform to the current regulations of the Institute of Electrical Engineers and other relevant professional bodies.
- Contractors employed/engaged to carry out any intrusive or destructive works to the fabric of the building are advised to consult the Asbestos Register for the presence of asbestos containing materials. Should the area where work is to be undertaken not be included in the register the contractor shall advise the Management Committee that a further asbestos survey is required.
- The Asbestos Survey reports will be made available to contractors by the Handyman/caretaker and/or the Committee member responsible for overseeing maintenance works.

### **3.5 Insurance**

Details of the company providing the hall's Employer's Liability and Public Liability insurance cover are available from the Treasurer.

### **3.6 Coronavirus/Infectious Diseases**

Users are advised not to attend the hall if they are suffering from any illnesses.

Hand sanitizing stations are provided around the hall and posters encourage hand washing and sanitizing.

The Management Committee will follow all Government advice regarding the management of any infectious disease, pandemic or other public health issue. Guidance will be issued by the Committee as required and all safety procedures will be reviewed as necessary.

Cleaning standards will be enhanced when required and updated cleaning schedules will be issued to the cleaning contractor.

The Secretary will report the outbreak of any infectious disease to the Public Health authorities as soon as is practicably possible and will relay any advice and guidance to the Chair of Committee.

### **Part 4.0 Safety Rules**

All hirers will be expected to read the whole of the Standard Hiring Conditions and should sign the hiring form as evidence that they agree to the Standard hiring conditions. The hiring conditions should inform all new hirers 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 describe the location of the accident book and health and safety file.

All the health and safety risk assessment and policy documents will be available from any committee member and will also be uploaded to [datchworth.com](http://datchworth.com). These will explain what risks have been identified and the procedures in place to minimise or control the risks. Users will need to undertake a risk assessment of any activities which are not covered by the Risk Assessment undertaken by the Management Committee.

Contractors, 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 a risk assessment and the following practices must be followed to minimise risks:

- Make sure that all emergency exit doors are always kept clear and throughout the hiring period and use of each room/hall.
- 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 unless essential to do so. Use podium steps, extendable poles etc. If step ladders or ladders are to be used make sure that they are properly secured and another person is present during their use. The Management Committee do not provide any access equipment and equipment used by contractors, hirers or others is done so at their own risk.
- 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.
- Supervise children and vulnerable adults around the stage area. The stage edge is unguarded. This is clear to all hall users. The stairs up to the stage are also unguarded but there is a stair gate available on the wall behind the stage. This can be put in position to prevent unauthorized access to the stairs. Users are responsible for managing the risks of access to and use of the stage.
- 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 Village Hall Management Committee or the Handyman.
- Be aware and seek to avoid the following risks:
  - creating slipping hazards on steps, polished or wet floors – mop spills immediately
  - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridor

- 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.

### **Part 5.0 Review of Health and Safety Policy**

The Management Committee will review this policy annually. The annual review will normally be undertaken in time for the Annual General Meeting.

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 others.

### **Further Information**

Address and telephone number of organisations that can give advice on health and safety:

The Health and Safety Executive, Rose Court, 2 Southwark Bridge, London, SE1 9HS Tel No 0845 345 0055 Website: [www.hse.gov.uk](http://www.hse.gov.uk)

Environmental Health Department -East Herts District Council

Datchworth Village Hall Risk Assessments document.