



GREAT GLEN VILLAGE HALL

Main Street, Great Glen. LE8 9GG

Registered Charity 243104

Health and Safety Policy agreed at meeting 24.6.24

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Great Glen Village Hall

Our policy is to:

- a) Provide Healthy and Safe working conditions, equipment and systems of work for our volunteers, committee members, hirers and employees.
- 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, committee members, hirers and employees.

It is the intention of Great Glen 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.

Great Glen Village Hall Management Committee considers the promotion of health and safety of those who use its premises, including hirers, contractors and employees who 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 committee members, users and employees to engage in the establishment and observance of safe working practices.

Hirers visitors and employees 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 Great Glen Village Hall Management Committee has overall responsibility for health and safety at Great Glen Village Hall.

The person(s) designated by the management committee to have day to day responsibility for the implementation of this policy is

Name: Michelle South (contact via Village Hall Secretary on gghallsec@gmail.com)

It is the duty of all hirers, visitors and employees 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.

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 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 reported to the Bookings Secretary. The Bookings Secretary is currently Sue Glasper and can be contacted on gghallbookings@gmail.com or 07493 726 332

The following persons have responsibility for specific items:

First Aid Box: Bookings Secretary (currently Sue Glasper)

Reporting of Accidents: Bookings Secretary (currently Sue Glasper)

Fire precautions and checks: Michelle South

Training in use of hazardous substances and equipment: not applicable

Risk Assessment and inspections: Michelle South

Information to contractors: Mark Hurd

Information to hirers: Bookings Secretary (currently Sue Glasper)

Insurance: Michelle South

Part 3 - Arrangements and Procedures

3.1 Licence

The Village Hall does not have a Premises Licence. Under the Deregulation Act 2015 the following activities are permitted without a Premises Licence for audiences up to 500.

Activity	Times permitted
Performance of plays	8.00 a.m. to 23.00 p.m.
Dance performances	8.00 a.m. to 23.00 p.m.
Films (not for profit)	8.00 a.m. to 23.00 p.m.
Amplified live music (no alcohol)	8.00 a.m. to 23.00 p.m.
Recorded Music	8.00 a.m. to 23.00 p.m.
Bingo / Tabletop Sales / Raffle drawn on the day	

The sale of alcohol is permitted through a Temporary Event Notice which must be obtained by the hirer as required.

3.2 Fire Precautions and Checks

The Fire Risk Assessment is in the Health and Safety Folder (which is in a labelled cupboard in the kitchen) along with the Evacuation Procedure (which is also displayed on the wall). There is a map on the wall showing fire exits, the location of firefighting equipment and assembly points (a copy of this map is also in the Health and Safety Folder.)

The person on the Management Committee with responsibility for testing the fire risk assessment: Andy Hague

Local Fire Brigade Contact Name: see section 8.

Company hired to maintain and service fire safety equipment (to April 2025):

Name: Hoyles Fire and Safety LTD

Address: 2, Jubilee Way, Elland, West Yorks, HX5 9DY

Tel No: 0808 501 5871

Location of Service Record: in Health and Safety Folder.

List of Equipment and its locations:

Item	Test Interval (e.g. weekly, monthly, annual)	Service Date
Residual Current Device	Annually	11/4/2027
Emergency Lighting	6 monthly	November 24 and May 2025
Fire Exits (3)	weekly	
Firefighting appliances	Annually	April 2025
Electrical installation	Annually	June 2025

3.3 Procedure in case of accidents:

The location of the nearest hospital Accident and Emergency department is:
Leicester Royal Infirmary, Infirmary Square, Leicester, Leicestershire, LE1 5WW

The location and telephone number for the nearest doctor's surgery is: Great Glen Surgery, 24a Main Street, Great Glen. LE8 9GG. 0116 259 2353
(part of South Leicestershire Medical Group - <https://www.southleicestershiremedicalgroup.co.uk/>)

The First Aid Box is located in the kitchen in a labelled cupboard:

The person responsible for keeping this up to date is Sue Glasper:

The accident book / forms are kept with the Health and Safety folder in the kitchen in a labelled cupboard. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is:

Bookings Secretary (Currently Sue Glasper)

The person responsible for completing RIDDOR forms and reporting accidents is:
Bookings Secretary (Currently Sue Glasper)

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

4 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/training by the Bookings 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 Folder.

It is the intention of 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 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 six chairs
- **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: Bookings Secretary (Currently Sue Glasper)
- **Report** every accident in the accident book to: Bookings Secretary (currently Sue Glasper)

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.

5 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 folder 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

6 Insurance

Details of the company providing the hall's Employer's Liability and Public Liability Insurance Cover:

Name of insurer: Allied Westminster

Address: Allied House, Holgate Lane, Boston Spa, Wetherby, LS23 6BN

Policy Number: BS71992 / 432103

Date of Renewal:13/7/2025

Any risks excluded or special conditions users should be aware of: none

7 Review of Health and Safety Policy

The Management Committee will review this policy annually. The next review is due in: June 2025

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.

8 Contact details of organisations that can give advice on health and safety:

- The Health and Safety Executive:
Head Office – Redgrave Court, Merton Road, Bootle, Merseyside. L20 7HS
Nottingham - Kingsley Dunham Centre, Nicker Hill, Keyworth, Nottingham
NG12 5GG
Website - <https://www.hse.gov.uk/index.htm>
- Local Fire Brigade: Leicestershire Fire and Rescue Service
Emergency 999 /
Non-emergency 0116 210 5555
Website: <https://leics-fire.gov.uk/>
- Environmental Health Department:
Harborough District Council, The Symington Building, Adam and Eve Street,
Market Harborough, Leicestershire. LE16 7AG
<https://www.harborough.gov.uk/environmental-health>