



**Chidham**  
Village Hall

**Chairman: Steve Tanner,  
'Wagtails', Chidham Lane,  
Chidham PO18 8TH**

## **HEALTH and SAFETY POLICY**

### **PART 1 – GENERAL POLICY STATEMENT**

This document is the Health and Safety Policy of Chidham Village Hall Management Committee. It is our policy to:

- a) Provide safe and healthy working conditions, equipment and systems of work for our volunteers, committee members and hirers.
- b) To comply with all Health and Safety legislation and to act positively where reasonably possible to prevent injury, ill health or any danger arising from activities within the hall.
- c) Hirers, users and visitors are 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 hiring agreements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.
- d) Keep the village hall and equipment in a safe condition for all users.
- e) Encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

## **PART 2 – ORGANISATION of HEALTH and SAFETY**

The Chidham Village Hall Management Committee has overall day to day responsibility for health and safety at the village hall and its immediate premises for the implementation of this policy.

It is the duty of all hirers, users and other 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 outside patio area and car park.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the wellbeing of people with disabilities, children and vulnerable adults.

Should anyone using the hall come across a fault, damage or other situation that might cause injury and cannot be rectified, the Chairman, Lettings Officer and / or Safety Officer should be notified as soon as possible.

The following items are reviewed and / or tested by the Safety Officer on a monthly basis and as required.

- The fire alarm system
- Emergency lighting
- Disabled toilet alarm
- Emergency exits
- Fire extinguisher status
- First Aid Box contents

On an annual basis the Safety Officer ensures that PAT testing of all relevant electrical equipment is carried out. The compliance certificate is displayed on the village hall noticeboard.

The Defibrillator is owned and maintained by Chidham & Hambrook Parish Council.

## **PART 3 – ARRANGEMENTS and PROCEDURES**

### **Licence:**

The village hall is designated a community premise under the Licensing Act 2003 and holds a premises licence that authorises entertainment such as the performance of plays, music, singing, dancing and the showing of films, the retail sale of alcohol. This licence is automatically renewed each year.

### **Insurance:**

Ansvar Insurance provides insurance through their agents Norris and Fisher.

Not for profit users of the hall are covered by the village hall's insurance for public liability.

Professional and profit-making organisations are required to have their own public liability insurance.

### **Procedure in case of Accident / Incident**

Accident/ incident forms are available on the village hall notice board. A form must be completed whenever an accident / incident occurs. This form must be given to either of the responsible officers listed at the end of this document (p.5/6.) for investigation and action by the full management committee, as required.

The First Aid Box is in the kitchen.

### **Safety Rules**

All hirers are expected to read the Conditions of hire and the Hiring Agreement and to sign the hiring agreement as evidence of agreement to the hiring conditions and the Health and Safety Policy. Fire and safety equipment, including smoke detectors must not be misused or covered over or removed from their designated locations. Fire and other exits must not be obstructed.

The illuminated fire exit signs must be on during all public entertainment events. These light up should a power outage occur. Hirers for Theatrical and Entertainment Events will have their own Health and Safety policies for their staff and members of the public that is in keeping with this Health and Safety policy. Do not stack chairs more than four high. Stack chairs with arms together.

## **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 (have appropriate qualifications, references and experience).
- have adequate public liability insurance.
- are aware of any hazards that might arise from electric cables, gas fittings water pipes etc.
- have their own health and safety policy for their staff that is in keeping with the health and safety policy of the village hall.
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers Code of Practice.

## **Use of the Lift**

The lift is installed to enable people with mobility difficulties to safely access the upper floor.

It can also be used to move chairs, tables and equipment from one floor to the other.

Caution must be exercised that chairs, tables and equipment placed in the lift does not interfere with the mechanism of the lift.

Instructions and notices advising on the safe use of the lift are displayed in the lift.

Under no circumstances are children allowed to operate the lift.

In case of emergency, contact numbers can be found on the village hall noticeboard, on the hirer's agreement form and at the end of this policy.

## **Kitchen Area**

Children are not allowed unsupervised in the kitchen area.

Instructions for the safe use of the dishwasher, water boiler, cooker and hot cupboard can be found in the folder provided.

The First Aid Box can be found in the kitchen. The Safety Officer checks the contents each month and renews items as required.

The refrigerators are to be emptied after each use.

Hirers and users are responsible for removing all their rubbish from the village hall. Hirers are requested to bring their own bin bags.

Minors, under the age of 18, must always be supervised by a responsible adult on the premises and in the outside patio and parking areas.

Children under 12 are not permitted in the kitchen, and must always be supervised when in the lift, the outside patio and parking areas.

### **Housekeeping**

The hall is cleaned on a weekly basis. However, every user has a responsibility to ensure that the hall is left clean and tidy for the next user. The management committee cannot guarantee that the hall can be cleaned between each use.

Any major spillage, damage or accident must be cleared up as much as possible and reported to the Lettings or Safety Officers. Food, drink and perishable items must be taken away at the end of each hire period. The paths outside must be kept clear of litter.

The management committee reserve the right to withhold deposits under circumstances when unreasonable mess or damage has been incurred.

### **Music and leaving the Village Hall at night**

The village hall is situated in a residential area. The hiring conditions stipulate that music is not played after 11.30pm, except on New Year's Eve when it is 1.00am (as per premises license).

The village hall management committee request that consideration is given to nearby residents by keeping the noise from cars and groups of people on leaving the hall to a minimum.

### **Parking**

Car parking is provided for users of the village hall. Consideration to nearby residents should be given when parking in nearby roads. Please do not obstruct or block driveways or the roadway.

### **Responsible Officers Contact Numbers**

Steve Tanner	Chairman	01243 574 980
Jane Towers	Lettings Officer	07792 349 936
Steve Birch	Safety Officer	07938 235421

## **Emergency Contact Numbers**

The above officers and

David Rodgers     Committee Member     07957 450 848

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

The management committee will review this policy annually. The next review is due in April 2025.

## **Other information**

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 appliances operating while unattended.

Do not bring any portable electrical or gas appliance into the village hall that have not been Portable Appliance Tested.

Avoid overcrowding and running in the kitchen.

Wear suitable protective clothing when handling cleaning or other toxic materials.

**Be aware and seek to avoid** the following risks:

Creating slipping hazards on stairs, polished or wet floors by mopping up spills immediately.

Creating tripping hazards from buggies, umbrellas, mops and other items left in entrance hall or walkways

Creating toppling hazards by piling equipment e.g. in store cupboards

Creating tripping hazards through untidy storage of items in the stage area.

### **Storage**

Regular users of the hall can store equipment in the storage cupboards allocated to them; these can be found at the back of the stage area.

It is the responsibility of such users to ensure that these storage cabinets are kept clean, not overloaded and are locked when not in use. Individual keys are provided.

Other users of the hall may be able to store equipment with the agreement of the Lettings Officer and Safety Officer.

Hazardous substances such as flammable liquids and electrical equipment producing heat are not to be stored or used in the village hall.

Steve Tanner    Chairman

Date: April 2024.