

## **Wood Norton Village Hall Health and Safety Policy**

This Health and Safety Policy applies to those managing, using, visiting and those employed by Wood Norton Village Hall.

The Trustees of Wood Norton Village Hall acknowledge the duty of care they have under applicable Health and Safety legislation, food hygiene, fire safety regulations (and others as appropriate) to ensure that the premises are safe and that risks are assessed and managed, as far as is reasonably practicable.

### **Responsibility:**

The Trustees of Wood Norton Village Hall have overall responsibility for providing a safe environment within and around the hall, complying with legislation; however users must be responsible for their own activities and must ensure that they read the Standard Conditions of Hire and Special Hire Conditions document as part of their hire agreement.

### **The purpose of this policy is to:**

- Provide healthy and safe working conditions, equipment and systems for our users and hirers
- Keep the hall and equipment in a safe condition for our users and hirers
- Provide all necessary support and information to hall users, hirers and outside contractors.

### **General Responsibilities:**

- All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises
- Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the Trustees
- Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Trustees.

### **Hirers are responsible for:**

- Complying with all conditions of hire, as set out in the Standard Conditions of Hire and Special Conditions of Hire and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity.

**Contractors are responsible for:**

- Providing a copy of their RAMS (Risk Assessment Method Statement) prior to commencement of work
- Safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety Legislation and Public Liability Insurance
- Having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises
- advising the trustees of any flammable or toxic substances that may be used in the course of work on the premises.

**The Trustees are responsible for:**

- Ensuring that all Trustees, hirers, contractors and users of the hall are aware of the Health and Safety Policy
- Ensuring that the Health and Safety Policy is fully implemented
- Monitoring compliance with Health and Safety guidelines
- Regularly assessing and reviewing risks and recording such risks
- Keeping an Incident Book in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted
- Taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action
- Making such representations to trustees, hirers, contractors and users of the hall, as may be necessary to ensure their cooperation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises
- Cooperating with hirers, contractors and users of the hall in pursuance of Health and Safety requirements.

**Fire Safety:**

A copy of the emergency evacuation procedure is attached in Appendix 1 and is displayed within the hall on the notice board. All volunteers or hirers must make themselves aware of the procedure and it is provided to all hirers with their hire agreement.

All fire safety equipment must be maintained in accordance with legal requirements and serviced on a regular basis. The Trustees must keep records of all such maintenance.

**Accidents:**

- In the event of a serious accident an ambulance should be called by dialling 999.
- There is a defibrillator located on the Village Green in the old phone box, with instructions for its use (turn left out of the hall and continue past the church and along Church Road for approximately 300 yards). The code for the defibrillator is CHT-9089 and the postcode is NR20 5BA.
- There is a First Aid box located in the kitchen.
- Reporting of incidents should be logged in the Incident Book, which is kept in the kitchen.
- Minor accidents to be logged by users in the Accident Book, which is kept in the kitchen.
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) forms should be completed as necessary.
- The nearest Doctors surgery is: The Fakenham Medical Practice  
Tel: 01328 851321

**Insurance:**

A copy of the hall's employer liability and public liability insurance certificate is displayed on the hall notice board.

**Further Information**

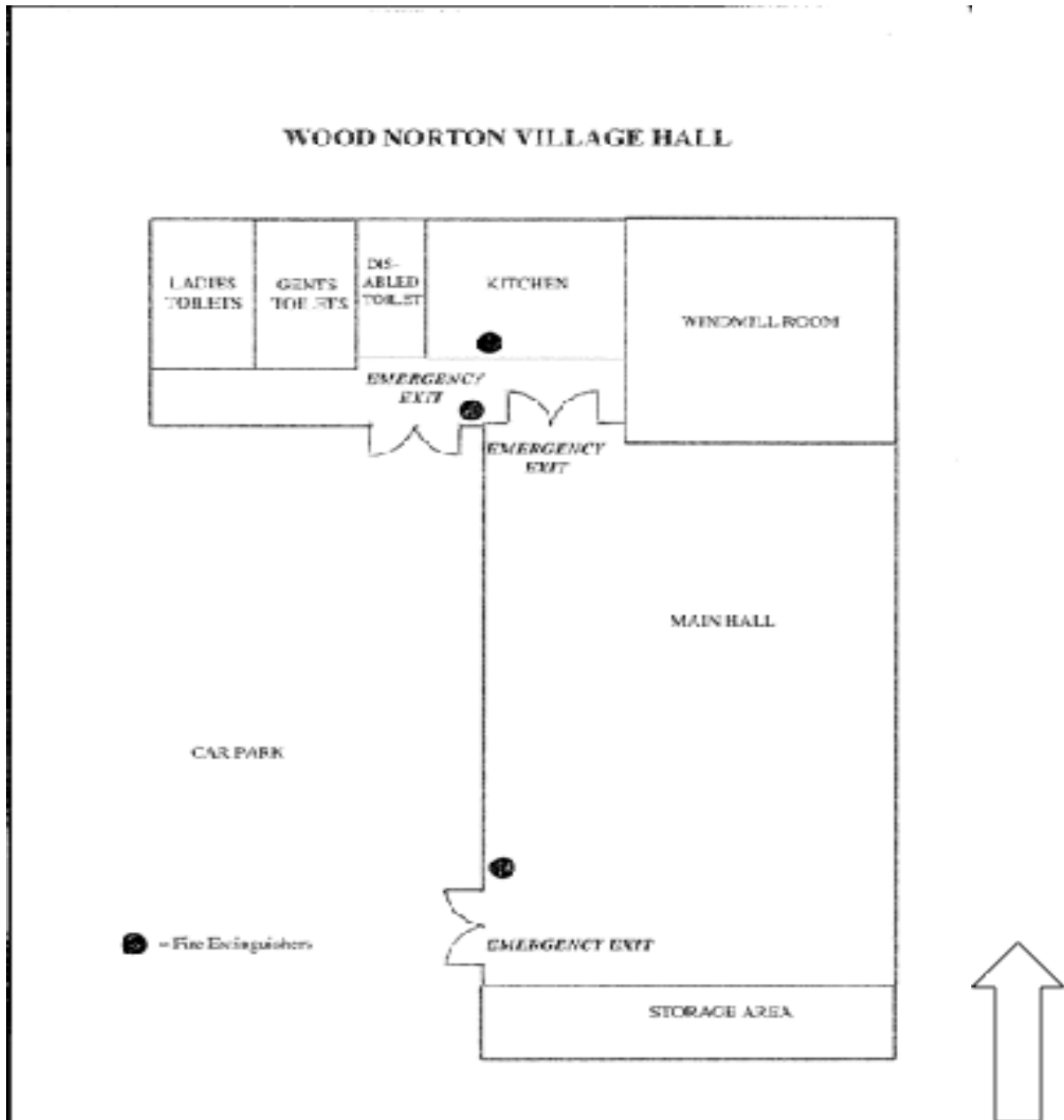
Health and Safety Legislation: <https://www.hse.gov.uk/legislation/hswa.htm>

Approved by the Wood Norton Village Hall Management Committee

Date: 5<sup>th</sup> July 2022

Location of Fire Equipment and Emergency Exits for Hirers

NORTH



FIRE ASSEMBLY POINT