

Wood Norton Village Hall Health and Safety Policy

This Health and Safety Policy applies to those managing, using, visiting and those engaged by The Trustees of Wood Norton Village Hall (The Trustees).

The trustees 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 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 Near Miss 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 Near Miss Book for the attention of The Trustees.

Hirers responsibilities:

- 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 responsibilities:

1. All contractors engaged by the the trustees are to operate under the rules of the health & safety arrangements for working in a village hall and if requested will produce a Risk Assessment Method Statement (RAMS)
2. They will ensure they have adequate public liability insurance cover.
3. They will make sure they have seen the Health and Safety document and are aware of any hazards that might arise (electricity cables, overhead cables or gas pipes) and advise the trustees of any flammable or toxic substances that may be used in the course of work on the premises.
4. They must have regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises.
5. They must have their own Health and Safety policy for their staff and have carried out their own risk assessment regarding the safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety Legislation .
6. The contractor must ensures they know which trustee is responsible for overseeing that their work is carried out as requested and is completed to a satisfactory standard.
7. They must carry out all work on village hall premises to the latest legally required standard and conform to current industry safe practice.

The Trustees responsibilities:

They will:-

- ensure that the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience.
- ensure that all trustees, hirers, contractors and users of the hall are aware of the Health and Safety Policy by displaying a copy on the notice board and/or directing them to the copy on the Hall's website.
- monitor compliance with Health and Safety guidelines.
- regularly assess and review risks, recording such risks as necessary.
- Keep a Near Miss 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.
- take 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.
- cooperate 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 postcode is NR20 5BA.
- There is a First Aid box located in the kitchen.
- Reporting of incidents should be logged in the Near Miss Book, which is kept in the kitchen on top of the fridge.
- Minor accidents to be logged by users in the Accident Book, which is kept in the kitchen on top of the fridge.
- 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
NR21 8SY
Open M-F 8-6-30pm
(Closed Thursday 1-2pm)

Insurance:

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

Further Information

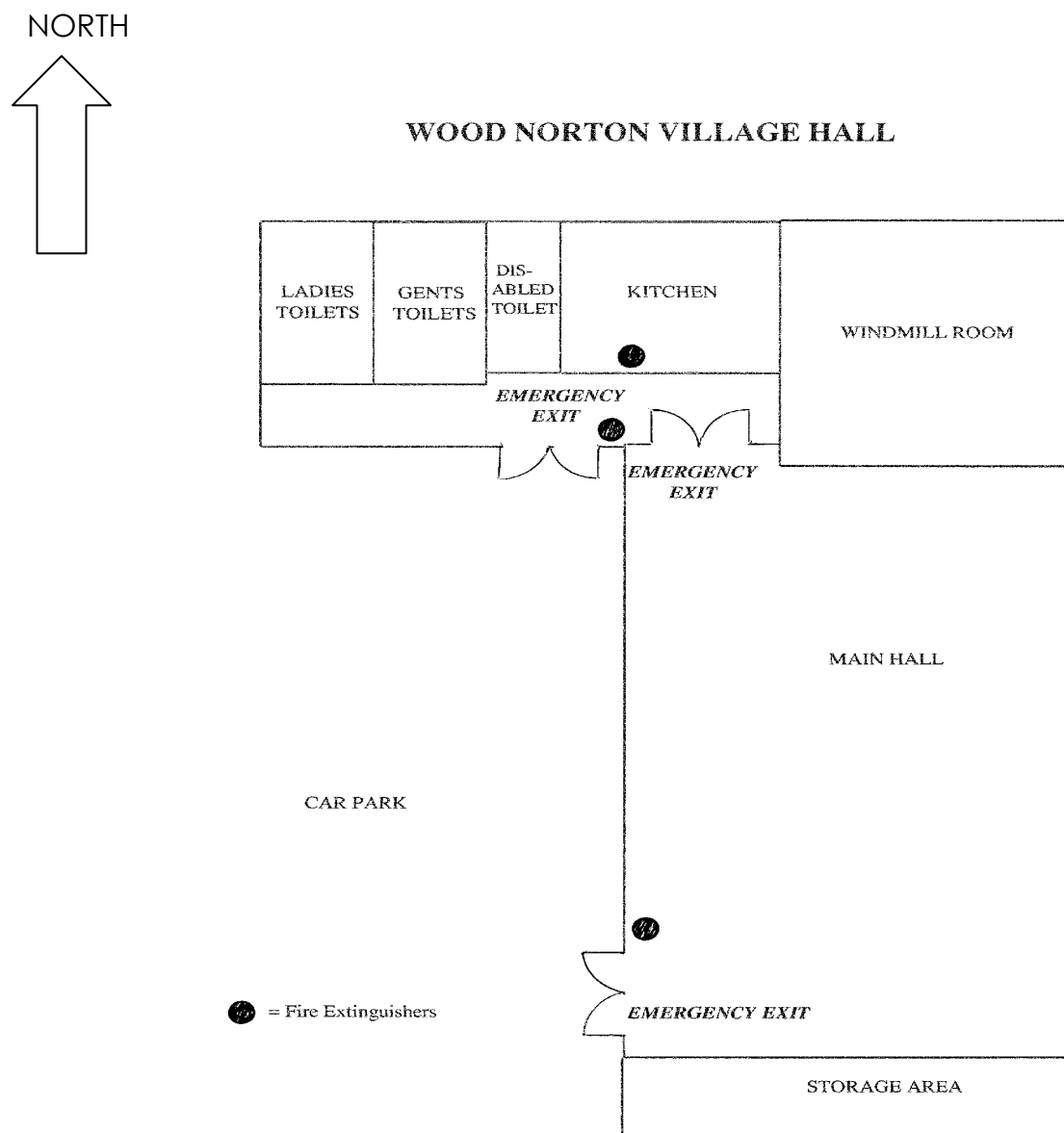
Health and Safety Legislation: <https://www.hse.gov.uk/legislation/hswa.htm>

Approved by the Trustees of the Wood Norton Village Hall

Reviewed & Approved September 2026

Next review: September 2027

Location of Fire Equipment and Emergency Exits for Hirers



FIRE ASSEMBLY POINT