

# Shearsby Village Hall Charitable Trust

Charity Number: 1060990



## Health and Safety Policy

**Health and Safety is  
Everyone's Responsibility**

# Health and Safety Policy

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### General Statement

Our policy is to:

- a) Provide working conditions, equipment and procedures, that meet health and safety standards, for trustees, employees, contractors, volunteers, and hirers.
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide training and information for trustees, employees, volunteers and hirers where necessary.

The Village Hall Trustees intend to comply with all health and safety legislation, and to act positively and reasonably to prevent injury, ill health or any danger arising from its activities and operations.

It is important to the trustees to promote the health and safety of those entering and using the hall. The Trustees recognise that it is a committed attitude to accident prevention that will have the most effective outcome, to be mindful when operating and maintaining equipment, and when following procedures.

The trustees will therefore seek to encourage all entering and using the hall to understand their duty to comply with the health and safety guidelines as laid down in this document, in order to minimise the risk of injury to themselves or others.

Signed: Phil Adams

(On behalf of the Shearsby Village Hall Trustees)

Position: secretary

Date: 5<sup>th</sup> October 2024

The trustees will review this policy annually. The next review is due in September 2025. The trustees will report regularly, including any incidents that their area of the health and safety policy covers. Incidents such as accidents, faults or misuse by hirers.

# Organisation of Health and Safety

The Trustees have responsibility for ensuring the village hall meets health and safety standards.

The person delegated by the management committee to have day to day responsibility for the implementation of this policy is:

Name: [Phil Adams](#)

Telephone No: 07736 713386

It is the duty of all entering and using the hall and grounds, to take care of themselves and others during their activities and to implement this policy.

It is important to cooperate with the trustees to keep safe. Should damage or a fault be discovered that could result in injury, it must be dealt with immediately. Faulty equipment must be isolated and labelled. Contact must be made with the person above, booking secretary or any other trustee as soon as possible.

The following persons have responsibility for specific items:

First Aid Box: [Julie Poncelet](#)

Reporting of accidents: [Phil Adams](#)

Risk assessments, precautions and checks: [Julie Poncelet](#)

Inspections and necessary certification: [Phil Adams](#)

Information to contractors: [Phil Adams](#)

Information to hirers: [Julie Poncelet](#)

Insurance: Public Liability Insurance is purchased by the Parish Council. For details, see noticeboard in the Village Hall

# Fire Precautions and Checks

See the risk assessment and evacuation map attached

Person responsible for fire risk assessment is [Julie Poncelet](#)

Evacuation of the Building should be through the

1. Main Entrance Porch Door
2. Fire Door to the right of the main hall.

The Kitchen door is not a primary fire exit.

Once out of the building people should gather in the Square, 50 metres or so to the right of the building.

The hall has a variety of fire extinguishers, including:

1. Water extinguisher by the porch door
2. Foam extinguisher in the corner of the main hall, by the fire exit
3. Fire blanket in the kitchen, by the sinks
4. Carbon Dioxide extinguisher under the worktop and serving hatch.

Local Fire Brigade contact:  
**Leicestershire Fire and Rescue  
Service**  
Tel: 0116210 5555

Service and maintenance of  
fire extinguishers:  
**Harborough Fire & Safety**  
3 Waterfield Place  
Market Harborough  
Leicestershire  
LE16 7LR  
Tel No: 01858 461045

Intervals for testing

Annually

Fire extinguishers

Portable Appliance testing

trustee responsible: [Phil Adams](#)

Monthly

Residual current device

Emergency lighting monthly

trustee responsible: [Julie Poncelet](#)

Weekly

Fire exits

trustee responsible: [Julie Poncelet](#)

Electrical installation every 10 years

trustee responsible: [Phil Adams](#)

# Procedure in case of accidents

In the case of a serious accident 999 must be called

Our what3words location is: **thinks.dude.inversion**

Our address is: **Shearsby village Hall,  
Church Lane,  
Shearsby LE17 6PG**

The location of the nearest hospital Accident and Emergency/Casualty department is:

**Leicester Royal Infirmary  
Infirmary Square,  
Leicester  
LE1 5WW  
Phone: 0300 303 1573.**

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

**Countesthorpe Health Centre  
Central Street,  
Countesthorpe,  
Leicester,  
LE8 5QJ  
Phone: 2780851**

For medical advice

You can get help from NHS 111:

- by using [111 online](#)
- in the [NHS App](#)
- by calling 111

The First Aid Box is located in: **Foyer**

The accident book is kept in the foyer with the first aid box.

This must be completed whenever an accident occurs.

All accidents must be reported to **Phil Adams**

The person responsible for completing RIDDOR forms and reporting accidents is: **Phil Adams**

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.

## Activity

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities.

The hall is licensed for:

The performance of plays	performance licence may be needed
The exhibition of films	
Indoor sporting events	
The performance of live music	Y PRS/PPL licence- purchased by village hall
The playing of recorded music	Y PRS/PPL licence- purchased by village hall
The performance of dance	
Making music	
Dancing	
The sale of alcohol	Temporary Events Notice (TENs)- hirer to acquire

# Safety Rules

All hirers need to understand the hiring agreement. This gives the location of the first aid box, accident book and health and safety policy.

**Do** 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 such as chairs use the trolley provided

**Do not** stack chairs more than 10 high

**Do not** allow children in the kitchen except under close supervision and with a defined purpose such as cookery lessons or supervised serving. Avoid overcrowding

**Do not:** attempt to move the tea urn when the water is still hot.

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

- creating slipping hazards on 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.

Report damage or faults to equipment or the buildings to the health and safety trustee, the booking secretary or any other trustee as soon as possible.

# Contractors

The Trustees 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 file 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 Trustee 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.

# Insurance

Name of Insurer: Aviva

Address: 80 Fenchurch Street, London, EC3M 4AE

Policy No: 1007237828BDN/CHW00223

Date of Renewal:

## Shearsby Village Hall Utilities Map

