

Aylesbeare Health and Safety Policy

September 2025

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Aylesbeare Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), contractor(s), volunteers, committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Aylesbeare 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.

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

Employees, contractors, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Management 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.



Date: 20 Sept 2025

Andrew Bennett, Chairman

On behalf of the Management Committee

Part 2: Organisation of Health and Safety

The Aylesbeare Village Hall Management Committee has overall responsibility for health and safety at Aylesbeare Village Hall.

The person(s) delegated by the Management Committee to have day-to-day responsibility for the implementation of this policy is/are:

Andrew Bennett

It is the duty of all employees, contractors, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Management Committee in keeping the premises safe and healthy, including the grounds.

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 Booking Secretary, as soon as possible so that the problem can be addressed. Where equipment is damaged, a notice should be placed on it warning that it is not to be used.

Part 3: Arrangements and Procedures

3.1 Licence

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	Times for which the activity is licensed	
a. The performance of plays		
b. The exhibition of films		
c. Indoor sporting events		
d. Boxing or wrestling entertainment		
e. The performance of live music (indoors)	Monday to Friday	11:00 - 01:00
	Saturday	11:00 - 00:00
	New Year's Eve	11:00 - 00:00 and from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day
f. The playing of recorded music (indoors)	Monday to Friday	11:00 - 01:00
	Saturday	11:00 - 00:00
	New Year's Eve	11:00 - 00:00 (and from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day)

g. The performance of dance (indoors)	Monday to Friday	11:00 - 01:00
	Saturday	11:00 - 00:00
	New Year's Eve	11:00 - 00:00 (and from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day)
h. Entertainments similar to those in a -g	Monday to Friday	11:00 - 01:00
	Saturday	11:00 - 00:00
	New Year's Eve	11:00 - 00:00 and from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day
i. Making Music		
j. Dancing		
k. Entertainment similar to those in i-j		
l. The Provision of hot food/drink after 11pm		
m. The sale of alcohol		

3.2 Fire Precautions and Checks

The hall is equipped with fire extinguishers and a fire blanket. These are inspected and serviced annually. Certificates of compliance are displayed on the village hall noticeboard.

The electrical installation is tested every 3 years. Portable Appliance Testing (PAT) is also performed every 3 years.

Item	Test Interval (e.g. weekly, monthly, annual)
Fire Exits – Main Hall	Monthly
Fire Exits – Foxwell Room	Monthly
Fire Fighting Appliances	Annually
Residual Current Device	Monthly
Emergency Lighting	Monthly
Electrical Installation	Every 3 years

3.3 Accidents

A First Aid Box is located in the **Kitchen**, together with an accident folder. Accidents must be reported on a record sheet in the accident folder.

Any accident and/or use of first aid supplies must be reported to the Booking Secretary.

The following major injuries or incidents will 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.

3.4 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 a Hirer's Handbook which contains information 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).

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 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 12 chairs

- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- 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 the Management Committee
- Report every accident you enter in the accident book to the Booking Secretary

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- creating trip 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.

3.5 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 file and are aware of any hazards which might arise (e.g. electricity cables)
- 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 per the contract 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.

3.6 Insurance

Details of the company providing the hall's Employer's Liability and Public Liability insurance cover are displayed in the hall.

3.7 Review of Health and Safety Policy

The management committee reviews this policy annually.

Committee members will report any aspects of health and safety that come to their attention, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees/contractors.

Appendix 1 – Fire Procedures

Procedures in the event of a fire are described in the Fire Safety Plan. The Hirer's Handbook provides details of the evacuation procedure, fire exits, fire-fighting equipment, and assembly point(s).

Appendix 2 – Exterior

The Village Hall has an overhead electricity supply which is supported on wooden poles. Hirers must make others aware of its position at the start of hire. Hirers intending to erect a temporary structure (gazebo, etc) in the grounds of the hall and within 15 metres horizontally of the route of the overhead cable must notify the Chairman or Booking Secretary in advance of the event.

Appendix 3 - Risk Assessment

Area	Who may be harmed and how?	Hazard	Controls	Action by who?	When
Car Park	Hall Users	- tripping and falling - inadequate lighting - tripping and falling - poor maintenance - slips and falls in icy/snowy conditions	Hall users informed that car park does not have lighting. Surface checked regularly for pot holes, stones etc. Salt/grit provided for use in icy/snowy conditions.	Management Committee	Periodically
Exterior – Footpaths and steps	Hall Users	- tripping and falling – inadequate lighting - tripping and falling – poor maintenance - access to other hazards e.g. main road	Pedestrian Gate to be kept locked at all times. Hand rail regularly checked to ensure it is secure and safe. Steps at the kitchen door regularly checked to ensure they are secure and safe. Entrance door lighting checked regularly.	Management Committee	Periodically
Entrance Area (Porch)	Hall Users	- electric shock from switchgear - slipping on wet floor - tripping and falling – loose mats - tripping and falling - pushchairs	Electrics checked annually to ensure they meet safety regulations. Wet floor signs provided Door Mat provided Cable covers for all electrical leads Users requested to clear up spillages immediately	Management Committee	Periodically

Area	Who may be harmed and how?	Hazard	Controls	Action by who?	When
		cleaning materials	Pushchair sign asking for parked pushchairs to be folded. Hall cleaner COSHH trained.		
Main Hall and Foxwell Room	Hall Users	- incorrect moving of heavy items (e.g. chairs/tables) - electric shock from portable appliances - slipping on wet floor - too many people - electric sockets (access by children) - fire exits, blocked (either inside/outside) - fire equipment not working	Chair trolley to be used when moving chairs. Annual PAT Wet Floor signs provided Hall users provided with maximum capacity of people.	Management Committee	PAT: annually Other controls via the Hirer's Handbook.
Kitchen	Hall Users	- hot surfaces (esp. children) - sharp implements (esp. children) - cleaning materials - unsecured hot water boilers (esp. children & infirm users) - dangling leads	Users of the Hall are advised to use the equipment properly and only for the purposes for which it has been provided.	Management Committee	Via the Hirer's Handbook
Toilets	Hall Users	- slipping on wet floor - cleaning materials	Wet floor signs Cleaning materials are stored in a locked storage cupboard.	Management Committee	Via the Hirer's Handbook
Maintenance	Contractors/ Village Hall Committee/ Hall users	- falls from ladders - working alone - hazardous substances	Suitable ladders available Two volunteers to work together Volunteers know they are responsible for ladder safety. Cleaner to follow COSHH guidelines.	Management Committee	Continuous

Area	Who may be harmed and how?	Hazard	Controls	Action by who?	When
Stores	Hall Users/ Village Hall Committee	- badly stacked equipment - people moving heavy items	Chairs to be stacked no more than 12 high. Equipment stored tidily.	Management Committee	Weekly
Stage	Hall Users	Stage edges not clearly visible	Hall users made aware of the risk	Management Committee	Via the Hire's Handbook
Electrical Equipment	Hall Users/ Contractors	Electric shock from appliances	Fixed wiring periodically inspected, tested and certificated. Portable equipment tested every 3 years. Users made aware they are responsible for their equipment on site and advised of need to check it (particularly applies to stage lighting and equipment). Users advised where main distribution board and switches are.	Management Committee	Periodically
Fire	Hall Users	- Smoke inhalation - Trapped users	Fire Risk Assessment Evacuation Procedures Emergency Lighting installed and maintained Fire Doors installed and maintained	Management Committee	Periodically

