

Umberleigh Village Hall

Bringing the community together

Health and Safety Policy (including Fire Precautions)

HEALTH AND SAFETY

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our volunteers, contractors, committee members and hirers.

- b) Keep the Umberleigh Village Hall and equipment in a safe condition for all users.

- c) Provide such training and information as is necessary for volunteers and users.

It is the intention of Umberleigh Village Hall Management Committee (Trustees) 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.

Umberleigh Village Hall Management Committee considers the promotion of the health and safety of all individuals who work at the village hall 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 volunteers, contractors, committee members and users to engage in the establishment and observance of safe working practices.

Volunteers, 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 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.

It is the duty of all volunteers, 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 listed below or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used

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

The person (s) delegated by the management committee to have day-to-day responsibility for the implementation of this policy is

Name: **Chair - Penny Wignall**

Telephone No: **07831 286601**

Address: **Spindles, Umberleigh, EX37 9AQ**

The following persons have responsibility for specific items:

First Aid Box: **Sue Lewis**

Reporting of accidents: **Booking Clerk**

Fire precautions and checks: **Cleaner**

Training in use of hazardous substances and equipment: **Booking Clerk**

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Risk assessment and inspections: **Secretary**

Information to contractors: **Booking Clerk**

Information to hirers: Insurance: **Booking Clerk**

A plan (Appendix A) of the hall is attached showing the location of electricity cables, metres & fuse box, fire exits, fire extinguishers, stopcock, loft access and the defibrillator.

Please note that the Village Hall has a Defibrillator, accessible to all on the external wall on the left hand side of the main Hall entrance.

FIRE PRECAUTIONS AND CHECKS

A copy of the risk assessment including the evacuation procedure is attached. (Appendix B).

The person on the Management Committee with responsibility for testing for the fire risk assessment is the **Booking Clerk**

Local Fire Brigade contact name: **South Molton or Barnstaple**

Fire Brigade contact tel: **01392 872200**

Company hired to maintain and service fire safety equipment:

Fyrex Ltd

4 Cross Tree Centre

Braunton

EX33 1AA

Location of service record: **Village Hall noticeboard**.

PROCEDURE IN CASE OF ACCIDENTS

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

The location and telephone no. for the nearest doctor's surgery is: **South Molton Medical Centre**
01769 573101

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

The person responsible for keeping this up to date is: **Sue Lewis**

The accident book/forms are kept: **in First Aid box**

This must be completed whenever an accident occurs.

Any accident must be reported to the member of the Management Committee responsible, who is: **Secretary**. This person is also responsible for completing RIDDOR forms and reporting accidents.

The following example 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

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- 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.

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.

Comprehensive details can be found on The Health and Safety Executive website: [HSE: Information about health and safety at work](#)

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 information/training by the booking secretary 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) and will be shown the location of the accident book and health and safety file. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk.

FOR ALL HALL USERS

- 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 that 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 nine (9) 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
- 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: **Booking Secretary**
- Report every accident in the accident book to: **Secretary**

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or 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

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- creating toppling hazards by piling equipment e.g. in store cupboards.

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, and experience
- contractors have adequate public liability insurance cover
- contractors have seen the health and safety policy and file and are aware of any hazards that 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 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

Employer's Liability and Public Liability insurance cover is provided by:

Name of Insurer: **Zurich - Community First**

Address: **Zurich House, 1 Gladiator Way, Farnborough, GU14 6GB**

Policy No: **VVH 2720278283**

Date of Renewal: **24/12/2026**

This policy and procedure will be made available on the website and on the Notice Board within the Village Hall.

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| Approved: April 2026 | By: UVH Committee |
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| Review date: September 2026 | By: |
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