



Health and Safety Policy

General Statement of Policy

This document is the Health and Safety Policy of Waldringfield Village Hall.
Our policy is to:

- a) provide healthy and safe conditions, equipment for our volunteers, visitors, hirers and users;
- b) keep the Village Hall and its equipment in a safe condition for all users
- c) provide such training and information as is necessary to volunteers and users.

It is the intention of the Waldringfield Village Hall 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.

The Waldringfield Village Hall Committee will encourage, hirers, volunteers and users to engage in the establishment and observance of safe working practices.

Hirers, visitors and contractors 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 their responsibility to prevent injury to themselves or others.

Organisation of Health and Safety

The Waldringfield Village Hall Committee has overall responsibility for health and safety at Waldringfield Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users, contractors and visitors to take care of themselves and others who may be affected by their activities and to co-operate

with the Waldringfield Village Hall Committee in keeping the premises safe and healthy, including the grounds and the car park.

It is the responsibility of hirers and other users to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using Waldringfield Village Hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform a member of the Village Hall Committee or other keyholder (listed on the noticeboard in the Entrance Hall), 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.

A plan of the Village Hall is attached showing the location of the electricity control panel, fire exits, fire extinguishers, fuse box, stop cock and oil boiler.

Arrangements and Procedures

Licence

The village hall has a Premises Licence from East Suffolk Council authorising regulated entertainment and licensable activities. The numbers of persons permitted on the premises shall not exceed:

	Deben Hall without stage	Deben Hall with stage	Kennedy Room
Seated at tables	162	126	32
Dancing & tables	216	168	42
Dancing only	324	252	
Closely seated	216	168	42

The Village Hall is registered as a food business and the kitchen has a 5 star rating from East Suffolk Council.

Hirers must comply with the licence conditions and food safety legislation. Full licence conditions can be found on www.eastsuffolk.gov.uk Waldringfield Village Hall Licence.

Fire Precautions and Checks

The Management Committee has had a Fire Risk Assessment carried out in January 2019 accordance with the Regulatory Reform (Fire Safety) Order 2005.

The Fire Risk Assessment is available to view on the village hall notice board.

A plan of the village hall showing the fire alarm points, fire exits and fire-fighting equipment is attached.

Fire Power are retained to maintain and service fire safety equipment.

Checking of Equipment, Fittings and Services

The Village Hall's maintenance team are on site regularly checking on the condition of the Hall and its equipment. Hirers report faults which are followed up by the maintenance team.

Electrical safety checks are carried out regularly, and the heating is serviced annually.

Safety Rules

All hirers are expected to read 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 about safety procedures at the Hall which they are expected to follow (e.g. fire evacuation procedures).

Fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed.

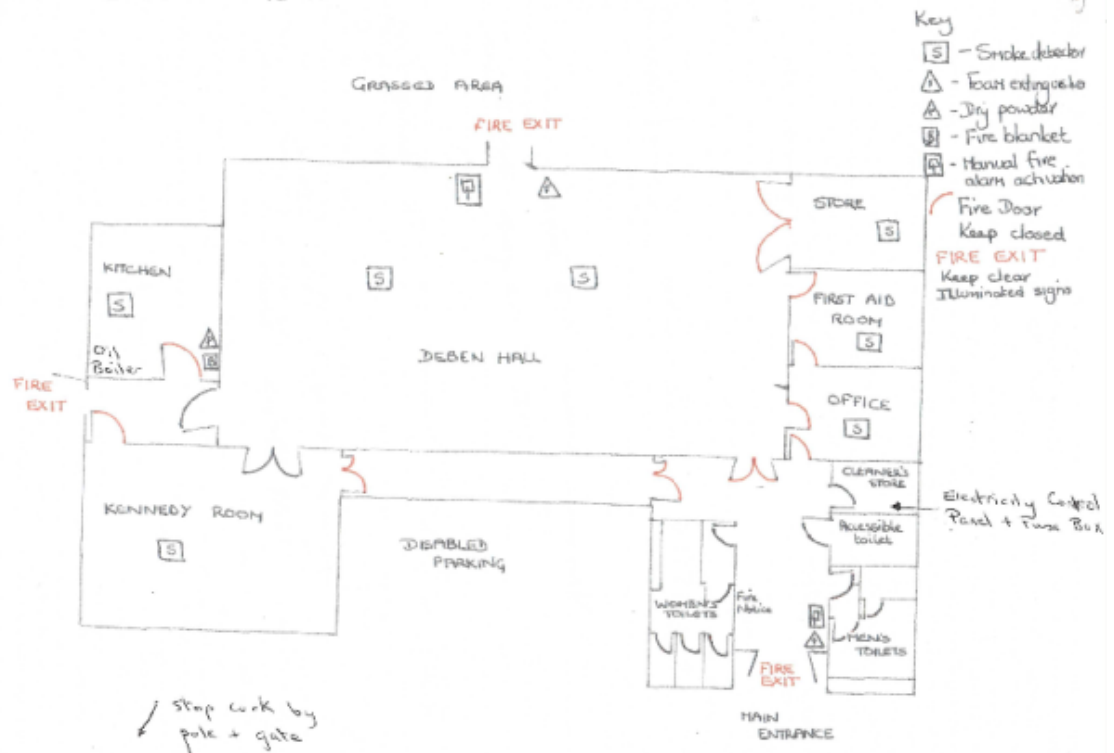
Hirers are required to ensure that any electrical equipment brought into the Hall is safe, in good working order and used in a safe manner.

The Conditions of Hire require that all statutory or local regulations and rules for public safety must be strictly observed by hirers and users.

Insurance

The Village Hall has public liability insurance and employers liability insurance.

WALDRINGFIELD VILLAGE HALL



25/03/25