

UPWELL VILLAGE HALL



6 New Road, Upwell, Wisbech, PE14 9AB

HEALTH AND SAFETY POLICY

August 2021 / August 2022



Health and Safety Policy

Part 1 - General Statement of Policy

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

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Upwell Village Hall Management Committee to comply with all relevant 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.

Upwell Village Hall Management Committee considers the promotion of the health and safety of 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other 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.

Name: Paul Williams

Position: Chairman

(On behalf of the Management Committee)

Date: August 2021



Part 2: Organisation of Health and Safety

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

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy.

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

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 Chairman or the Bookings Manager, as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairman or the Bookings Manager informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box: Hall Manager

Reporting of Accidents: Chairman

Fire precautions and checks: Hall Manager

Risk Assessment and Inspections: Chairman / Hall Manager / Committee

Information to contractors: Chairman

Information to hirers: Booking Manager

Insurance: Hall Treasurer / Parish Council

A plan of the hall is attached showing the location of electricity switch room, Oil boilers and Oil main tap, emergency exits and fire doors, and fire extinguishers.

Carbon monoxide and Smoke detectors are fitted on site.



Part 3: Arrangements and Procedures

1. Licence

The hall is licensed for music, singing and dancing.

The sale of alcohol is permitted.

See Licences Attached.

2. Fire Precautions and Checks

The Management Committee has had a Fire Risk Assessment carried out in September 2021 accordance with the Regulatory Reform (Fire Safety) Order 2005. This will be updated annually.

The Fire Risk Assessment is available on the village hall website where progress with the recommended actions is shown.

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

Person with responsibility for testing equipment and keeping logbook: Chairman / Hall Manager

Local Fire Brigade Contact: Outwell Fire Station, Churchfield Road, Outwell, PE14 8RL. Phone: 01945 428600

Company hired to maintain and service fire safety equipment:

Name: Fenland Fire Appliance LLP

Address: Unit 4, Grassgate Lane, Lynn Road, Wisbech, PE14 7AN

Telephone: 01945 582358

Website: <https://fenlandfire.co.uk/>

Location of service record: Notice Board in Hall



Checking of Equipment, Fittings and Services:

Weekly: Door mats, toilets, water heaters, stage, accident book, fridges, outside lights, emergency lighting, fire doors, all lights, dishwasher, torch, water boilers and fire alarm.

Monthly: First Aid Box, ladders and steps, locks and sockets.

Half Yearly: Diffusers, window cleaning, outside gutters,

Yearly: Fire extinguishers, electrical certificate, oil boiler

3. Procedure in case of accidents

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

**The Queen Elizabeth Hospital, Gayton Road, Kings Lynn, Norfolk, PE30-4ET
Tel: 01553 613 613**

The location and telephone number for the nearest doctor's surgery is:

**Upwell Health Centre, Townley Close, Upwell, PE14 9BT
Phone: 01945 773671**

The First Aid Box is located in the kitchen.

The person responsible for keeping this up to date is the Hall Manager.

The accident forms are kept on the main hall noticeboard. These must be completed whenever an accident occurs.

Once the accident form has been completed, this must be placed in and with the accident book.

Any accident must be reported to the Chairman.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chairman.



4. Safety Rules

The attached Standard Conditions of hire for the hall contain many health and safety aspects. All hirers will be expected to read the conditions and should sign the hiring form as evidence that they agree to the conditions.

The Standard Conditions state that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

A safety check is carried out monthly and any risks reported to the Management Committee.

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, oil pipes, Water pipes or Asbestos)
- 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 or the Institute of Electrical Engineers Code of Practice
- Where appropriate a Hot Work Permit will be issued to contractors.



6. Insurance

Company providing the hall's Employer's Liability and Public Liability insurance cover:

Please see attached.

7. Review of Health and Safety Policy

The Management Committee will review this policy annually. The next review is due in July 2022.

8. Address and telephone number of organisations that can give advice on health and safety:

Health and Safety Executive, The Council Offices, Station Road East, Oxted, Surrey RH8 0BT Tel: 0188373 2400

Plan / outline of Upwell Village Hall and all fire call points to be attached here.



These standard conditions apply to all hiring of the village hall. If the Hirer is in any doubt as to the meaning of the following, the Booking Manager should immediately be consulted.

These conditions of hire shall prevail in any contract for the hire of the hall, and no variation thereof shall be permitted, without prior written consent of the Booking Manager. Any serious breach of these conditions shall entitle the Village Hall Management Committee to take such steps as are necessary to rectify the same, including termination of the function or activity, and the vacation of the hall by all persons for whom the hirer is responsible.

All applications for use of the Hall shall be made on the application form and lodged with the Booking Manager. The Committee at its absolute discretion shall be entitled to reject any application or refuse admission to the Hall to any individual, group or organisation without assigning any reason to such rejection or refusal. All bookings are subject to confirmation by the Booking Manager and to payment of the appropriate fees (including special deposits for music & dancing & sale of alcohol) as published from time to time by the village hall management committee. No bookings will be accepted from any person under the age of 18 years of age. Written notice of cancellation of bookings will be accepted if received not later than 28 days before the reserved date. After this time all booking fees will be forfeited in full.

1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Booking Manager, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

4. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

5. Licensable activities

The village hall is licensed for dance, live and recorded music, and play. The village hall holds an appropriate Music Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the village hall the Hirer should ensure that they hold the relevant licence, or the village hall holds it.

The maximum number of persons (excluding performers) allowed in the main hall on each occasion is limited as follows:

Stage shows closely seated: 200

Dances or receptions with chair and table seating: 160

The Hirer shall ensure that no activity is permitted on the premises in breach of the Performing Rights and other copyright legislation and any other statutory controls for the time being in force.



6. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the hall's Health and Safety policy.

(a) The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment. (see diagram of location on hall noticeboard)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) In advance of a theatrical or entertainment event the Hirer shall check the following items:

- That all fire exits are unlocked including both front doors and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.
- That all public and participants are familiar with the procedure for evacuation in the event of an emergency.

(c) All high mounted equipment must be fitted with secondary fall restraining devices.

(d) It is the responsibility of the Hirer to ensure compliance with all food hygiene and health and safety regulations and to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

For theatrical and entertainment events a person over the age of 18 years must be appointed to be responsible for health and safety when such events take place. At least two other persons over the age of 18 years must also be appointed and instructed in the procedure for evacuation in case of an emergency.

At the start of each theatrical or entertainment performance the location of fire exits, emergency lighting and firefighting equipment are indicated to the audience and the fire alarm and evacuation procedure is explained.

In the event of an emergency all entertainment shall cease, and the public and participants must be instructed to leave the building in a calm and orderly manner. The relevant emergency service must be contacted as soon as a problem is discovered.



7. Means of escape

(a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

(b) The emergency lighting supply illuminating all exit signs and routes must be ~~turned~~ left on during the whole of the time the premises are occupied and must not be interfered with by the Hirer.

8. Outbreaks of fire

The Hirer shall call the Fire Brigade to any outbreak of fire, however slight, and details thereof shall be given to the Booking Manager.

9. Health and hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with refrigerators, freezer and thermometer.

10. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

The use of extension leads by the Hirer where one extension is plugged into another is not permitted.

11. Insurance and indemnity (a)

The Hirer shall be liable for:

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- (ii) all claims, losses, damages and costs made against or incurred by the Village Hall Management Committee, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages and costs made against or incurred by the Village Hall Management Committee, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Village Hall Management Committee and the village hall's, volunteers, agents and invitees against such liabilities.

(b) The Village Hall Management Committee shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The village hall shall claim on its insurance for any liability of the Hirer hereunder, but the Hirer shall indemnify and keep indemnified each member of the Village Hall Management Committee and the village hall's volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where the village hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Booking Secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the hall secretary to rehire the premises to another hirer.

The village hall is insured against any claims arising out of its own negligence.



The Village Hall Management Committee shall have no liability for any injury, loss or damage, howsoever caused to any person or property arising during or as a result of any functions or other activities, the subject matter of the hire contract, and the Hirer shall indemnify the committee against all such claims without reservation.

12. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to the Booking Manager as soon as possible and complete the relevant section in the village hall's accident book. Any failure of equipment belonging to the village hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Booking Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Incident Contact Centre can be contacted in any of the following ways:

- Telephone: 0845 3009923
- Facsimile: 0845 3009924
- Website: www.riddor.gov.uk or via the HSE website: www.hse.gov.uk
- Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

13. Explosives and flammable substances

The Hirer shall ensure that:

- (a) No real flames, explosives or highly flammable substances are brought into, or used in any part of the premises. Real flames do not include candles. Where candles are used as part of a celebration e.g. birthday candles on a cake, then no further action is needed. Where candles are to be used as part of table decorations, then tea light type of candles are allowed provided they are placed on non-combustible material, e.g. candle holder or plate. Where other types of candles are proposed, then the prior permission of the Hall Secretary must be sought. On no account are candles allowed on window sills, work tops etc.
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
- (c) Where the Hirer proposes to use theatrical pyrotechnics, then details of the type, use and location must be provided to the Booking Secretary in order that they can authorise their use.

14. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Booking Secretary. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

15. Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

16. Animals

The Hirer shall ensure that no animals (including birds) except guide and other assistance dogs are brought into the premises, other than for a special event agreed to by the Booking Manager. No animals whatsoever are to enter the kitchen at any time.

**17. Compliance with the Children Act 1989**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service checks and, from 2010, comply with ISA requirements have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Booking Secretary with a copy of their DBS check and Child Protection Policy on request.

18. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the Village Hall Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

19. Sale of goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices. Further detail can be found in the ACRE Village Hall Information Sheet 34, Sale of goods in village halls.

20. Film shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

21. Seating

Where the number of chairs in a closely seated format exceed fifty, then each row shall be a minimum of four chairs and not exceed twelve chairs in length before being separated by a gangway. The chairs in each row shall be secured together and to achieve this the Village Hall Management Committee will provide the appropriate means of connection which will be the responsibility of the Hirer to apply and disconnect.

22. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the village hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall Management Committee. The Management Committee reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the Village Hall Management Committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall Management Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.



The Management Committee shall have no liability to the hirer on any account whatsoever in the event that the Hall is not available in part or in whole on any designated date, or if any function or activity shall be delayed due to act of God, breakdown of machinery, failure of supply of electricity, gas, water, or storm, tempest, flood, fire, or any other occurrence beyond the direct control of the Committee.

23. End of hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Village Hall Management Committee shall be at liberty to make an additional charge.

24. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall ensure that noise is not emitted from the hall so as to cause disturbance to residents of the local neighbourhood.

25. Stored equipment

The Village Hall Management Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Village Hall Management Committee may use its discretion in any of the following circumstances:

- (e) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended
- (f) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Village Hall Management Committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

26. No alterations

No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Booking Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall Management Committee remain in the premises at the end of the hiring. It will become the property of the village hall unless removed by the Hirer who must make good to the satisfaction of the hall Management Committee or if any damage caused to the premises by such removal.

27. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

The hire contract may not be assigned to any third party nor may the Hirer sub-let the hall in part or whole thereof.

28. Right of Access

Any member of the Village Hall Management Committee or any police officer or fire fighter shall be granted access to the hall at all times and for any purpose.



29. Dangerous and unsuitable performances

Performances involving danger to the public or of a sexually explicit nature shall not be given.

30. Smoking

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. All forms of smoking are strictly forbidden inside the hall. Any such activity is liable for a penalty charge. The use of theatrical faux cigarettes, cigars and pipes must be pre-authorized by the Booking Secretary.

31. Car parking

Hirers of the hall are able to use the car parking facilities. However, the car park is the responsibility of the Parish Council and can be used by any member of the general public unconnected with hall use. Therefore, the village hall management committee cannot guarantee the availability of parking spaces and accept no responsibility for vehicles or their contents which are parked at the owner's risk.

32. Stage Blocks

The stage blocks are the property of the Rotherfield Players and may only be used subject to the express permission, and consultation with, the Rotherfield Players, via the Booking Secretary.

33. Lighting Equipment

Use of the lighting bars and patch racks may only be used by express permission of the Booking Secretary.

34. PA system, projector, laptop, internet

A comprehensive set of instructions for these are provided (stored above the PA System). In no circumstances must the connections in the PA system be altered/re-plugged other than Shown in the instructions. In particular, amplified musical instruments must not be played through the PA system. If unsure of use, assistance prior to the hiring can be given and Hirers should contact the Booking Secretary.

July 2021