

Health & Safety Policy and Fire Evacuation Procedure

Part 1 – General Statement of Policy

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

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(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 WRENTHAM 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.

WRENTHAM Village Hall Management Committee considers the promotion of the health and safety of its employees at work 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, committee members and users to engage in the establishment and observance of safe working practices. Employees, 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.

Signed: Fiona Anderson

(On behalf of the Management Committee)

Name: Fiona Anderson Position: Chair of the committee Date: 01/04/25

Part 2: Organisation of Health and Safety

WRENTHAM Village Hall Management Committee has overall responsibility for health and safety at Village Hall. The person (s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name: Fiona Anderson Telephone No: 01502 675560 / 07599546356

Address: 35 Chatten Close, Wrentham, NR34 7NX

Name: Sue Billington (Bookings Manager and Treasurer)

Telephone No: 07946203084

Address: 3 The Lane, Wrentham, NR34 7HP

It is the duty of all employees, hirers and 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, 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 Bookings Manager, 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 and it should be placed in the:
KITCHEN near or on WORKTOP next to the first aid kit.

The following persons have responsibility for specific items:

First Aid Box: Fiona Anderson

Reporting of accidents: Fiona Anderson

Fire precautions and checks: Steve Billington

Risk assessment and inspections: Fiona Anderson/Steve Billington

Information to contractors: Fiona Anderson

Information to hirers: Sue Billington

Insurance: Fiona Anderson

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	The hall is licensed for:	Times for which the activity is licensed:	Indicate activities to take place at your event
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	✓	Mon-Sat:10:00 - 00:00 Sunday:10:30 - 22:30	
f. The playing of recorded music	✓		
g. The performance of dance	✓		
h. Entertainments similar to those in a – g	✓	Mon-Sat:10:00 - 00:00 Sunday:10:30 - 22:30	
i. Making music	✓		
j. Dancing	✓		
k. Entertainment similar to those in i – j	✓	Mon-Sat:10:00 - 00:00 Sunday: 10:30 - 22:30	
l. The provision of hot food/drink after 11pm			
m. The sale of alcohol			

The opening hours of the premises

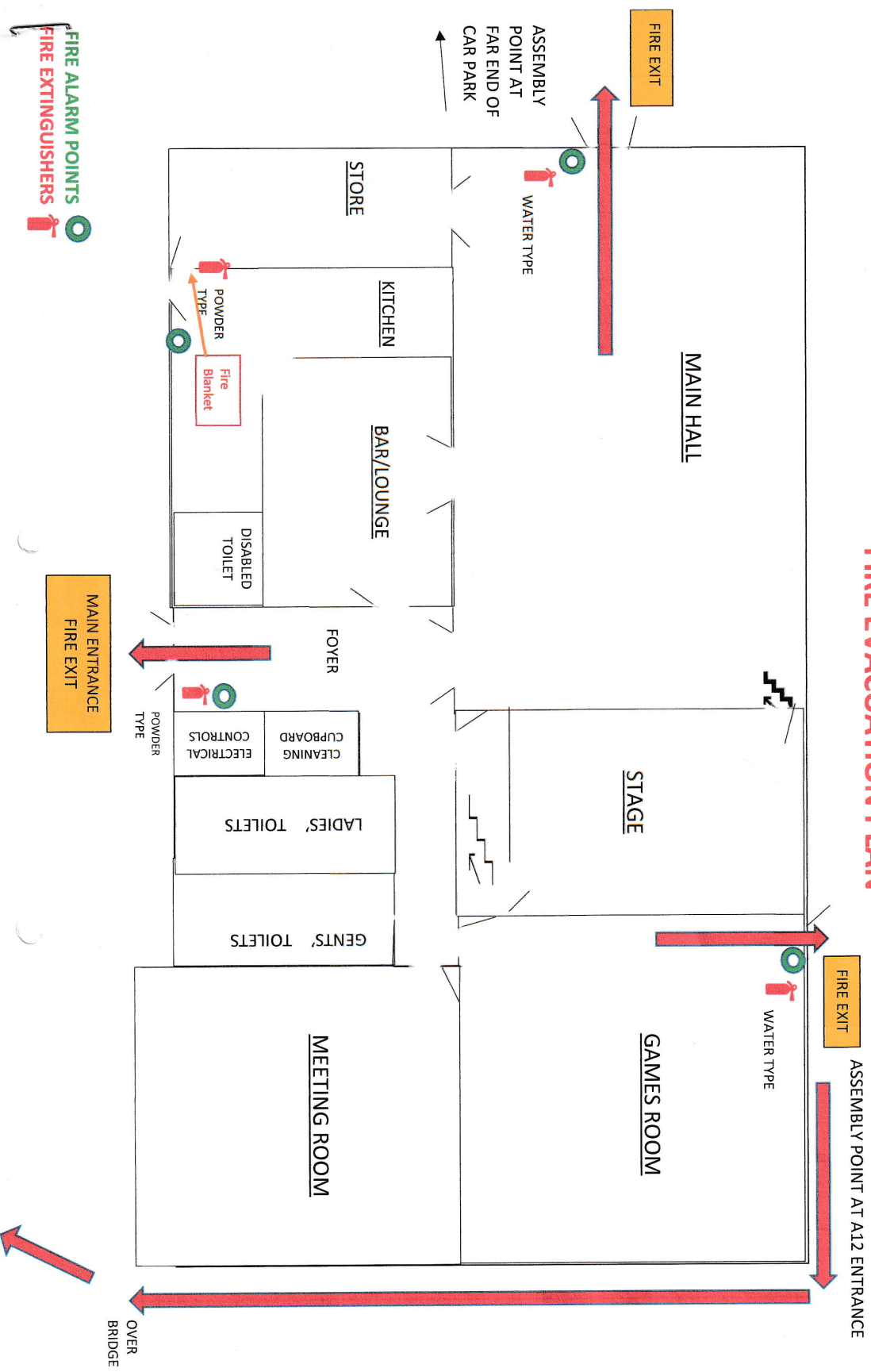
Please note: These times may vary in accordance with any seasonal variations and/or non standard timings as indicated in the box above.

3.2 Fire Precautions NB Hirer must have access to own mobile phone

Map of Hall showing Fire Exits/fire fighting equipment, alarm points, assembly points and electrical controls.

WRENTHAM VILLAGE HALL

FIRE EVACUATION PLAN



FIRE - Evacuation Procedure

1. In the event of a fire, **the person in charge** of the hall or function will instruct all persons to leave the building, using the nearest available exits (see note 4). If it is safe to do so check all the rooms and spaces have been vacated.

2. CALL THE FIRE BRIGADE. DIAL 999 AND GIVE THIS ADDRESS:

Wrentham Village Hall, London Road, Wrentham, NR34 7HJ

3. Attendants should ensure that once the hall has been evacuated members of the public do not re-enter the building to collect personal belongings, etc. Turn on all the outside lights. (Switches to the left of the main entrance and in electricity cupboard, to the left of the main entrance).

4. For those leaving by the large, emergency doors at the end of the **main hall**, they should make their way to the **assembly point** at the far end of the car park by the path.

For those leaving from the **games room**, they should turn right and proceed around the end of the building, and then over the bridge, to assemble in the area next to the A12 entrance.

DO NOT GO ALONG THE SIDE OF THE BUILDING BETWEEN THE NEIGHBOUR'S FENCE AND THE MAIN HALL WALL.

5. On arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.

6. Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.

Responsibility

Persons on the management committee with responsibility for arranging the fire risk assessment/testing : Fiona Anderson/Steve Billington

Safety equipment and service information

Company hired to maintain and service fire safety equipment: 1st Class Fire Protection Ltd

Address: 112 Hellesdon Park Insustrial Estate, Norwich, Norfolk, NR6 5DR Tel No: 01603 742741

Date of Last Inspection: 21/06/2024

Date next inspection due: 20/06/2025

Location of service record: KITCHEN in FILE next to FIRST AID BOX

Item	Test interval	Last tested/serviced
Residual Current	Monthly	
Emergency Lighting	Annually	27/08/2024
Fire Exits (main hall)	Weekly	n/a
Fire fighting appliances	Annually	21/06/2024
Electrical installation	1/3/5 years	27/08/24
Fire Detection and Fire Alarm Report	Every 6 months	08/01/25
PAT Tests	Annually	11/02/25

Electrical Testing/work carried out by +Boggis Electricals, Unit 2 Wren Business Centre, Priory Road, Wrentham NR34 7LR

**Procedure in case of accidents/emergencies NB Hirer must have access to own mobile phone
PLEASE DIAL 999 in an emergency**

Wrentham Village Hall, London Road, Wrentham, NR34 7HJ
(3 word location: filled.dull.animates)

The location of the nearest hospital Accident and Emergency/Casualty department is:
JAMES PAGET HOSPITAL, Lowestoft Road, Gorleston, Great Yarmouth, Norfolk, NR31 6LA.

Location of nearest defibrillator: 999 call will inform you of location and code for use.
(If in use, the nearest defibrillator is on wall of bus shelter at the crossroads in the centre of village)

The location and telephone no. for the nearest doctor's surgery is:
Longshore Surgery, 58 Southwold Road, Wrentham, NR34 7JF (01502) 675203

The First Aid Box is located in: KITCHEN, in left hand corner on shelf
The person responsible for keeping this up-to-date is: Fiona Anderson

The accident book/forms are kept in the file next to the 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: Fiona Anderson

The person responsible for completing RIDDOR forms and reporting accidents is: Fiona Anderson
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.

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.

Risk Assessment:

It is the intention of WRENTHAM 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. Employees, 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. 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 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 (e.g. stacked tables or chairs) - use the trolleys provided
- Do not stack more than five 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 overcrowding 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:
Fiona Anderson/a committee member
- Report every accident in the accident book to: Fiona Anderson

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
- 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, 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 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

Wrentham Village Hall's Employer's Liability and Public Liability insurance cover

Name of Insurer: Business Services at CAS Ltd

Email Address: insurance@communityactionsuffolk.org.uk

Phone No: 01473 345303

Policy No: ACY 2437890

Date of Renewal: 01/04/25

The management committee will review this policy annually.

The next review is due in APRIL 2026

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees. If necessary seeking advice from an appropriate outside body.

Risk Assessment Record

Village Hall Assessor: Fiona Anderson/Nigel Drane

Date: 03/02/25

Possible Risk/hazard	Comment/ action taken
Drive and Car Park	Visibility from A12, car park clear of leaves etc In icy weather these areas may need salt to avoid slipping.
Paved area in front of hall	Paint curb to highlight access
Bottle Bank Area	Regular check for broken glass
The Run	Regular check of fencing and kept clear of weeds
Trees and Hedges	Kept trimmed and tidy
Toilets	Regular checks, doorway marked to avoid trip
Games Room	Fire exit clearly marked/access to assembly point
Meeting Room	No particular risk noted
Kitchen	Exit door into car park easily opened/follow food safety info
Main Hall	Fire exit clearly marked and opens with ease
Stage	Edge of stage marked
Store Room	Notices request to stack max of 5 chairs/keep area tidy
Electrics	Regular PAT tests/ user to report any problem
Other comments	Committee must be informed of any problems /action taken
Hazardous substances	None known
Information to hirers/users	Use accident book if necessary / inform committee of any faults/ use safety information in file in kitchen/ follow guidance and instructions displayed in hall /keep fire doors closed

Charity Registration Number 308484411