



## Health and safety policy for Iver Heath Village Hall

*The Health, Safety and Welfare of all those managing, using and visiting Iver Heath Village Hall is paramount at all times.*

*REVISED April 2024*

**The Management Committee, as trustees of the charity and as manager of non-domestic premises, recognises the general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.**

The policy of the Committee is to take reasonably practicable measures in relation to the management of Iver Heath Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

1. Provide healthy and safe working conditions, equipment and systems for our Committee and Hirers;
2. Keep the Village Hall and equipment in a safe condition for all users;
3. Provide all necessary support and information to Hall users, hirers and outside contractors to ensure they are proactive in their responsibilities (and liabilities) in this field.

The Committee will work in the furtherance of these aims by:

- a) identifying and assessing risks;
- b) recording assessments and regularly reviewing them;
- c) eliminating or controlling risks;
- d) monitoring compliance and work conditions;
- e) establishing a clear, sensible and practical safety organisation and arrangements.



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**The following persons have been delegated by the Management Committee to manage the following:**

<b>First Aid Box</b>	Check and replenish monthly	<b>Trustees</b>
<b>Checking Incident Book/Reports at least weekly or as advised of incidents.</b>	Instigate any actions necessary to remove risks e.g.repairs.	<b>Trustees</b>
<b>Reporting Accidents/ RIDDOR</b>	Minor accidents to be logged. Report to committee at each meeting or as necessary. Complete RIDDOR forms as necessary.	<b>Named Hirer &amp; Trustees</b>
<b>Information to Hirers</b>	For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement. Information is available via Website, Terms of Hire, Red folder by front door.	<b>Booking Volunteers &amp; Trustees</b>

**DUTIES**

All Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

- a) to follow health and safety instructions and to report dangers;
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- c) as regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

**ORGANISATION**

General Responsibilities:

- i) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- ii) Anyone who observes a practice or potential hazard that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book in the entrance hall for the attention of the Committee.
- iii) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Committee.

**Hirers are responsible for:**

- i) complying with all conditions of hire, as set out in the terms and Conditions of the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices.

Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;

- ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- iii) designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- iv) ensuring that highly flammable substances are not brought into or used in any part of the premises;
- v) seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
- vi) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

**Contractors are responsible for:**

- i) safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- ii) having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- iii) advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

<p><b>Information to Contractors</b></p>	<p>Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health &amp; Safety Policy/Risk Assessments, Asbestos survey and are aware of their responsibilities. Information is available via Website, Terms of Hire, Red folder by front door.</p>	<p><b>Booking Volunteers &amp; Trustees</b></p>
<p><b>Risk Assessments/ Monitoring</b></p>	<p>Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.</p>	<p><b>Named Hirer &amp; Trustees with support of Charity Volunteers and Committee</b></p>
<p><b>Fire Risk Assessments/ Monitoring</b></p>	<p>Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.</p>	<p><b>Trustees</b></p>

<p><b>The Committee are responsible for:</b></p> <p>i) ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;</p> <p>ii) ensuring that the Health and Safety Policy is fully implemented;</p> <p>iii) monitoring compliance with Health and Safety guidelines;</p> <p>iv) regularly assessing and reviewing risks and recording such risks;</p> <p>v) keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;</p> <p>vi) taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;</p> <p>vii) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;</p> <p>viii) making such representations to Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;</p> <p>ix) cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.</p>
<p><b>PROCEDURES</b></p> <p>The Health and safety policy document will available to download from the Village Hall website – <a href="http://www.iverheathvillage hall.co.uk">www.iverheathvillage hall.co.uk</a></p> <p>All hirers will be expected to read through the whole of the Standard Hiring Conditions and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).</p> <p>All contractors will be made aware of Health &amp; Safety Policy, any identified risks and their responsibilities. Committee members with specific responsibilities for aspects of Health &amp; Safety will report at each maintenance committee meeting. The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Committee Members, Hirers, Contractors and Users of the Hall.</p>
<p><b>Fire Precautions and Checks</b></p> <p>A copy of the Hall Emergency Evacuation procedure is displayed on the Hall Notice Board. In addition, each group that meets regularly in the Village hall may have its own evacuation and fire drill procedure.</p> <p>The service record for the fire safety equipment is available from the Red Folder in the lobby.</p>
<p><b>Incident Book</b></p> <p>Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident in the Incident Book (the red book in main lobby or via email to the <a href="mailto:ihvoffice@gmail.com">ihvoffice@gmail.com</a>) for the attention of The Committee.</p> <p>Any person discovering a faulty or broken piece of equipment should record all details in the Incident Book for the attention of the committee.</p>

<b>Annual Testing/Safety</b>	Make arrangements for annual inspections of electrical appliances, fire extinguishers.	<b>Trustees</b>
<b>Certificates</b>	Keep relevant certificates and display copies on notice board or Red folder as required.	<b>Trustees</b>
<b>Safety Notices</b>	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	<b>Matt Streuli</b>
<b>Implementation of this Policy</b>	Co-ordinate overall management of policy, including amendments and annual review.	<b>Committee &amp; Named Hirers</b>

<p><b>First Aid</b></p> <p>A well stocked and appropriately labelled First Aid Box is available in the kitchen</p> <p>Accident Report Forms These forms are used to record all cuts, bumps, falls etc. as well as more serious accidents and are available in the accident folder kept in the main kitchen.</p> <p>The important details to be recorded are:</p> <ul style="list-style-type: none"> <li>•the name of the casualty</li> <li>•the date, time and place that the incident/accident occurred</li> <li>•the cause of the accident i.e. what happened</li> <li>•a brief description of the injury (if any) sustained</li> <li>•the first aid (or other) treatment administered and by whom</li> <li>•whether or not medical aid had to be sought</li> <li>•the name of the person who dealt with the incident.</li> </ul>
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# RISK ASSESSMENT for Iver Heath Village Hall Charity

This is a general risk assessment for typical hire and hall events. Named Hirers are responsible for their own risks and mitigations. Amended from the IOSH Template

DATE	DUE NEXT REVIEW		ASSESSMENT COMPLETED BY		Qualification			
August 2024	August 2025		Matt Streuli		IOSH Managing Safely 2024			
TASK / ACTIVITY / RISK / HAZARD	Who Might Be Harmed	RISK PROBABILITY	How might people be harmed?	EXISTING MEASURES IN PLACE	RISK RATING	Additional Controls	Actions/Monitor Plan	Actions/Monitor by When
For Stage - see Stage Tab								
Outside including car park - General trip hazards such as uneven floors or cables	All	3 Possible	2 Minor	Regular checks by Trustees, the area is well lit. All hirers are aware of their H&S responsibilities via T&Cs.	Medium (3-8)	N/A	Regular checks by Trustees. Ask hirers to continue to provide feedback.	Ongoing
Inside, all rooms - general trip hazards such as uneven floors and cables	All	3 Possible	2 Minor	All hirers are aware of their H&S responsibilities via T&Cs. Signage to keep fire exit routes clear in place. Trustees check regularly. Inside areas have lighting including emergency lights.	Medium (3-8)		Ongoing support from Named Hirers, Trustees and Volunteers	Ongoing
"Lone Worker"	All	3 Possible	4 Major	Contractors and Volunteers are to 'Check In' with Booking Volunteers if lone working. Named Hirers are aware they are responsible for their own H&S and that of their customers/guests/members.	High (9-16)		Ongoing support from Named Hirers, Trustees and Volunteers	Ongoing
Working at Height	Staff (incl Volunteer	2 Unlikely	3 Moderate	Work to be carried out by those with a 'working at height' training such as contractors (handyman) or Iver Heath Drama Club. All hirers are aware of their H&S responsibilities via T&Cs. No working at height equipment is supplied by the hall.	Medium (3-8)		Ongoing support from Named Hirers, Trustees and Volunteers	Ongoing
Fire	All	1 Rare	4 Major	Full fire alarm system fitted in 2023 and regular maintenance. Weekly alarm test. All hirers instructed to carry out yearly fire drills in Summer and log in red folder. All hirers are aware of their H&S responsibilities via T&Cs.	Medium (3-8)	Trustees to carry out regular fire exit route checks whenever opening and/or locking up.	Ongoing support from Named Hirers, Trustees and Volunteers	Ongoing
Electrical Equipment	All	1 Rare	4 Major	All hall owned equipment is PAT tested on a 12-14 month basis by a qualified and competent person. Named hirers are aware of responsibilities to ensure any equipment they bring or use or provide is suitably tested / insured.	Medium (3-8)		Ongoing support from Named Hirers, Trustees and Volunteers	Ongoing

Use of Tables	All	3 Possible	3 Moderate	Tables, including folding tables are provided for hirers to set up, use and clean. All hirers are aware of their H&S responsibilities via T&Cs.	High (9-16)	Remind hirers and volunteers of safe handling techniques. Improve storage of tables to prevent tables falling.	Ongoing support from Named Hirers, Trustees and Volunteers	Autumn 2024
General Cleaning	All	2 Unlikely	2 Minor	Low risk cleaning materials and items, such as 'dettol wipes', dustpan and brush, and paper towels are provided for general use. Any high risk or specialist materials, such as floor buffers, mops and bleach, are locked away for contractors or trained/trusted volunteer use only. All hirers are aware of their H&S responsibilities via T&Cs	Medium (3-8)	Hirers are reminded to leave the rooms/areas as they would wish to find it and encouraged to wipe down or sweep at end of their use. Volunteers to check cleanliness and remedy as part of lock up and open up process	Ongoing support from Named Hirers, Trustees and Volunteers	Ongoing
Asbestos	All	1 Rare	4 Major	There is asbestos in the building. The report is in the red folder and hires are aware not to make changes to the building without permission and to use blutak rather than pins or nails.	Medium (3-8)	Remind hirers that the Asbestos map is available in the red folder. Q- How often should the Asbestos report be done?	Ongoing support from Named Hirers, Trustees and Volunteers	Autumn 2024
Water systems (legionella)	All	1 Rare	4 Major	Cleaning Contractor runs all taps on a weekly basis. This, alongside regular usage means there is no stale/stagnant water and the water tank is regularly flushed through.	Medium (3-8)			
Disabled Toilets -Person needing assistance	All	2 Unlikely	2 Minor	Alarm in place with reset button.	Medium (3-8)	Trustees to do regular checks that alarm is functioning.	Trustees.	
Stairs to Church Room	All	2 Unlikely	4 Major	Area is well lit. Kept behind locked door to prevent unsupervised access especially by children. A 'grippy' floor is installed with high contrast step edges and two handrails. Signage advising this is a fire exit route and to keep clear and tidy. Weekly check by cleaning contractor.	Medium (3-8)			
Church Room - fall risk from high windows and on stairs	All	2 Unlikely	4 Major	Windows have devices to restrict opening. Doors at the top of stairs to remain closed.	Medium (3-8)			

Kitchen - Burn risk	All	3 Possible	3 Moderate	Hot water is only available from hot water taps and urn when turned on. Oven and hob is only hot when in use	High (9-16)	Improve signage around hot water sources.	Trustess	Matt by end August
Kitchen - General hazards	All	2 Unlikely	2 Minor	Under 16s are not permitted in the kitchen. First Aid kit is clearly signposted.	Medium (3-8)			

# RISK ASSESSMENT for Iver Heath Village Hall Stage

A joint review by Iver Heath Village Hall and Iver Heath Drama Club

DATE	DUE NEXT REVIEW		ASSESSMENT COMPLETED BY		Qualification			
August 2024	August 2025		Matt Streuli		IOSH Managing Safely 2024			
TASK / ACTIVITY / RISK / HAZARD	Who Might Be Harmed	RISK PROBABILITY	How might people be harmed?	EXISTING MEASURES IN PLACE	RISK RATING	Additional Controls	Actions/Monitor Plan	Actions/Monitor by When

The village hall only accept hire requests for the stage they deem suitable (the Officers have final say). Hirers must supply a copy of their Public Liability Insurance and ensure that only adults are permitted. IHDC gives all members at least one stage tour during each production - highlighting steps and handholds - they advised that other stage hirers do likewise. The Named Hirer is responsible for the Safety, Wellbeing and Conduct of their attendees. Regular Hirers may use the stage under the same terms for no additional fee. CCTV covering the stage is recorded to the cloud and remotely accessible by the Officers of the Charity.

Stage (Access, This is a working stage and there are numerous hazards)	All	3 Possible	4 Major	Access and use of stage is prohibited without permission. There are signs reenforcing this on the front of stage alongside signage at the stage doors which are kept locked and closed when not in use. CCTV for enforcement. Access routes to musicbox clear and adjacent exit must be kept clear. There is motion activated lighted on main steps and near music box. Stage working lights provide OK lighting across the whole stage if needed. Side and front steps are kept backstage unless in use to help restrict access. Side steps and rear steps have high contrast markings. Hirers are reminded through T&Cs and signage that no access to the stage and that they are liable for damage, injury or theft.	High (9-16)	Additional signage on front of stage and occasional hirers are reminded at the start of the hire not to enter any part of the stage.	Iver Heath Drama Club, Trustees with Volunteers	Ongoing
General stage activity such as speeches, training, bingo, quizzes, talks	All	2 Unlikely	3 Moderate	Persons on stage to be given a stage tour and shown safe routes on and off stage either by IHDC or Hall Volunteer. IHDC stage rules as displayed.	Medium (3-8)			
Apron - Front of Stage		2 Unlikely	4 Major	during stage tour highlight polished wood can be slippery if inappropriate footwear worn. There is a fall risk into the audience so children must be attended on the apron. No movement on apron during a blackout	Medium (3-8)	Do we need lighting along the edge of the stage? (STM to highlight at next IHDC committee Meeting)		
Darkness		2 Unlikely	2 Minor	No one is to move on stage during a blackout. Authorised hirers are shown how to turn on working lights.	Medium (3-8)			

Stage Equipment	All	2 Unlikely	4 Major	All equipment is secured when not in use - for example ladders (owned and used by IHDC by those with a working at height training) are chained and locked up. Lights are secured using a clamp and security chain. Electrical Equipment is tested on a 12-18 months basis.	Medium (3-8)			
Physical First Aid		3 Possible	2 Minor	IHDC has a first aider on stage during all performances.	Medium (3-8)	We advise anyone using the stage to do likewise but the named hirer is responsible for this decision		
Safeguarding		2 Unlikely	3 Moderate	No one under 16 is permitted on stage by themselves or with 1 adult.	Medium (3-8)	We advise anyone using the stage to do likewise but the named hirer is responsible for this decision		
Stage Lighting (owned by IHDC)		2 Unlikely	4 Major	Electrical risk - lights are only operated by trained IHDC members. Electrical load is planned and balanced. Items must be PAT tested on a 12-24 months basis.	Medium (3-8)			
Stage Lighting (owned by IHDC)		2 Unlikely	4 Major	Lights are to be secured by clamp and cable. This offers two different points of failure.	Medium (3-8)			
Access to Loft and Cage (Operated and overseen by IHDC)		3 Possible	3 Moderate	Access to loft is via ladder. Only trained IHDC members can place and foot the ladder and gain access to the loft. The loft door and cage is locked but key is with 'music box' and stage key for emergency access. Loft to be kept tidy, and is well lit. Cage is for tools, equipment and electrical supply that should not be accessed by untrained people. This is clearly signposted and protected by a CCTV camera.	High (9-16)	Installing additional handholds. - If Solar option goes ahead, is there an option for access via Church Room.		
Stage Evacuation		3 Possible	3 Moderate	IHDC has two alert words. 1 is for standby which allows the performance to continue but with supervisors on standby. 2 is for evacuation. 2 could also be the fire alarm. During performances with an audience, a fire exit route through both rear stage entrances must be lit and clear.	High (9-16)	IHDC rehearse this at least yearly.		





## Health and safety policy for Iver Heath Village Hall

### EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

#### Assembly Point is in Car Park.

IF YOU DISCOVER A FIRE:

1. SOUND THE ALARM BY PRESSING A FIRE CALL POINT.
2. IMMEDIATELY GO TO FULL EVACUATION PROCEDURES.
3. DIAL 999 OR 112 FOR FIRE SERVICE.

Give this address:

Iver Heath Village Hall, St Margaret's Close, Iver Heath SL00DA

4. ALL PRESENT TO LEAVE BUILDING AND MEET ON ASSEMBLY AREA AND START RECORDING THOSE ASSEMBLED.
5. IF POSSIBLE SWEEP/CHECK OF ALL ROOMS AND TOILETS – DO NOT ENDANGER YOURSELF.
6. ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO.

IF YOU HEAR THE FIRE ALARM

1. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT.
2. CLOSE ALL DOORS BEHIND YOU.
3. REPORT TO PERSON IN CHARGE AT ASSEMBLY POINT.
4. DO NOT STOP TO COLLECT BELONGINGS.
5. DO NOT TAKE RISKS – JUST GET OUT.

#### Typical Emergency Plan For The Hirer/Person Responsible.

A Caretaker is not present on the premises. As the responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event you should:-

- Study the plan of fire exits & extinguishers, and note the 'Fire Assembly' point.
- Check all escapes are clear of obstruction.
- Check you know where the fire call points are.
- Advise people to evacuate if the alarm goes off.
- Advise people that the serving shutter will close automatically in the event of a fire.
- Identify any persons at risk, e.g. children, the disabled.
- Make sure all internal fire doors are not propped open during the event.
- Note all rooms have smoke detectors.
- Carry a mobile phone.
- Keep to the permitted limits for the numbers of people at an event.

At the start of an event you should notify all present about:-

- The no smoking policy.
- Location of exits and escape routes.
- The location of the Assembly Point.

During an event, you should ensure that:-

- Escape routes and exits do not become obstructed.
- The No Smoking policy is adhered to.
- Rooms do not become overcrowded, or permitted numbers exceeded.
- Noise levels cannot drown out the need for emergency announcements.
- You are aware of the disabled call alarm in the disabled toilet.

At the end of the Hiring, you should ensure that:-

- The premises are left clean and tidy and equipment is returned
- All items brought onto the premises are taken away.
- All heaters including water heaters and cookers are turned off.
- All electrical appliances apart from the refrigerator are turned off and unplugged.
- All lights not required for security reasons are turned out.
- All internal doors are closed.
- If you are key holder check that the main entrance to the premises is locked and the 'closing' checklist beside the alarm is completed.