



## Claverham Village Hall

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## Health & Safety Policy

### Introduction

The Hall Trustees operate a Health & Safety Policy which seeks to provide a healthy and safe environment for all hall bookings. All statutory requirements for public health and safety are reviewed and implemented in accord with Local Government recommendations. Regular Risk Assessments, which address the normal use of the hall, are carried out and wherever practical potential hazards are reduced and if possible eliminated. Guidance is regularly sought from the appropriate departments of North Somerset Council; and the Avon & Somerset Fire Service.

Written records of all health & safety issues are kept and available for inspection on request. An 'Accident Report Form' and a 'Maintenance / Improvements Form' are both available in the main entrance hall.

### Objectives

User Groups play a key role in maintaining this healthy and safe environment by operating in a way that does not lower our H&S standards. The policy statements below seek to support User Groups in maintaining this standard and the User nominated responsible person is required to sign an acknowledgement of their responsibility to this policy - as part of their hall booking contract. They or their representative is then responsible for the health & safety of the group during their use of the hall facility.

### Application

Any point can be queried with the Hall's Committee whose word is final.

- 1) The Hall's telephone is not always accessible. They are in the administrative office at the top of the stairs, and on the bar in the Tannery Bar, which may be locked. When these areas are open the phones can provide '999' emergency services access.
- 2) The entire building is non-smoking at all times.
- 3) No activities are allowed which involve danger to the public. No obvious fire hazards are allowed on the premises. No unauthorised heating appliances are to be used. No hazardous substances (as regulated by COSHH) are to be used or stored in the hall. No highly flammable substances shall be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected without the permission of the H&S Officer.
- 4) The Hirer must report all accidents involving injury to the public to a member of the Village Hall Management as soon as possible and complete an 'Accident Report Form' kept in the Main Entrance. 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 separate Local Authority form. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Regarding Safe Escape in the event of a Fire

5. Users should acquaint themselves with all exits (normal & emergency) and these must be kept clear (internal & external) at all times such as not to impede emergency evacuation. All fire doors are marked as such and under no circumstances are to be wedged open. For any major events involving numbers exceeding 100, the hirer must check that all exits are unobstructed - this includes checking that emergency exits are unlocked and functional as intended. Fire drills are not regularly practiced.
6. In the event of an outbreak of fire however slight, the building must be evacuated immediately. The muster point is the car park at the front entrance. Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire. The Fire Service should then be called on 999.

Regarding the use of the Kitchen

7. The cooker and fridge are normally kept switched on and arrangements for their operation are made via the booking clerk who will give appropriate guidance in their use.
8. Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. The oven/hob should be supervised at all times when in use. It remains hot well after being turned off.
9. A hand wash facility is provided. The kitchen and utensils should be left in a hygienic state - usable by the next booking. If the kitchen has been left in an unhygienic state by a previous booking it must be reported to the Keyholder. While these standards are followed by the Hall's cleaner, the Hall does not arrange cleaning between each booking and the Board of Management cannot be held responsible for the condition of the kitchen from the previous booking.

Further general points

10. No safety equipment must be tampered with. If any faults are observed they must be reported as soon as practical to the H&S Officer.
11. In the event of a power failure - an emergency lighting supply is automatically triggered to illuminate exit routes.
12. No First Aid box or qualified First Aider is provided by the hall facility. Users are advised to consider and resolve their own First Aid requirements.
13. Children are to be supervised at all times. The hall has many features such as a kitchen; possible stage and storage cupboards which while necessary for hall activities, potentially offer hazards during careless and unacceptable behaviour.
14. Care must be taken at all times with the front of stage due to its inevitable shear drop to the floor of the main hall. Similarly care is needed on all stairways.
15. The Hall has a furniture store behind the main hall. Care must be taken moving furniture in and out of this store and all items must be stored such as to avoid accidents from over-stacking.
16. Users are responsible for the safe operation of all equipment they bring into the Hall. Electrical equipment must be used in a safe manner in accordance with the Electricity at Work Regulations 1989.
17. Any user noting any questionable defect in the Hall's electrical and gas facilities should report it immediately and where appropriate cease using the faulty appliance.
18. No electrical equipment is to be stored in the hall such that other user groups could mistake it for equipment provided as part of the hall booking.
19. Any users needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards.
20. Certain rooms/cupboards are generally locked for authorised access only - as stated on the doors.
21. Wet Floor warning signs are available in the kitchen and should be used on floor areas that are likely to cause slips when wet.