



Health and Safety Policy

Part 1 – General Statement of Policy

Our policy is to:

1. Provide healthy and safe working conditions, equipment, and systems of work for our volunteers, committee members, hirers, and contractors.
2. Keep the village hall and equipment in a safe condition for all users.
3. Provide such training and information as is necessary to volunteers, committee members, hirers, and contractors.

It is the intention of The Offord Village Hall Management Committee (hereinafter TMC) 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.

TMC considers the promotion of the health and safety of volunteers, committee members, hirers, and contractors and those who use its premises to be important. TMC recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as to the safe operation and maintenance of equipment as well as safe systems of work. To this end, it will seek to encourage volunteers, committee members, hirers, contractors, and users to engage in the establishment and observance of safe working practices.

Volunteers, committee members, hirers, contractors and users are expected to recognise that there is a duty on them to comply with all safety requirements set out in the hiring agreement and with safety notices in the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Part 2: Organisation of Health and Safety

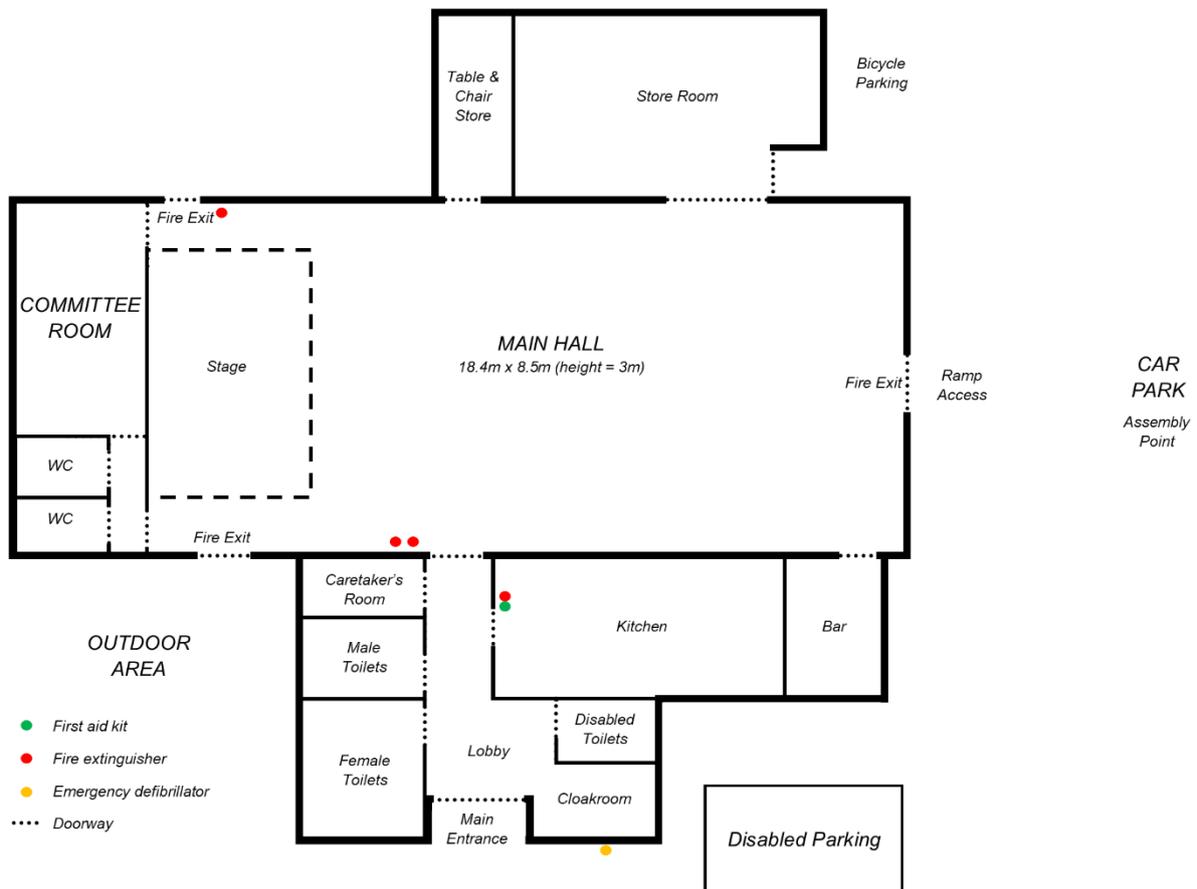
TMC has overall responsibility for health and safety at the village hall.

The person delegated by TMC to have day to day responsibility for the implementation of this health and safety policy is Patrick Ruddy (Tel: 01480 812208).

It is the duty of all volunteers, committee members, hirers, contractors, and users to take care of themselves and others who may be affected by their activities and to cooperate with TMC 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 secretary, 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 if possible, without personal risk to the individual, it should be placed in the cloakroom area and brought to the attention of the caretaker via a written note in the caretaker's book in the kitchen.

A plan of the hall is below showing the location of fire exits, fire extinguishers, fuse box, stop cock, boiler etc that may have a bearing on safety.



Part 3: Arrangements and Procedures

Licence

The village hall has a Premises Licence Number HDC/PRE00065, authorising the following regulated entertainment and licensable activities at the times following times:

- Saturday to Thursday: 10:00-0:00
- Friday: 10:00-01:00

Activity	Covered by license
a. The performance of plays	Yes
b. The exhibition of films	Yes
c. Indoor sporting events	No
d. Boxing or wrestling entertainment	No
e. The performance of live music	Yes
f. The playing of recorded music	Yes
g. The performance of dance	Yes
h. Entertainments similar to those in a – g	Yes
i. Making music	Yes
j. Dancing	Yes
k. Entertainment similar to those in i – j	Yes
l. The provision of hot food/drink after 11pm	No
m. The sale of alcohol	No

Fire Precautions and Checks

A risk assessment has been conducted (see paragraph 4 of Safety Rules below) including the evacuation procedure. The above plan of the hall shows the fire exits, the location of the firefighting equipment and the assembly point.

Telephone Box – There is no public telephone box in either Offord Cluny or Offord Darcy and the hall does not have a public phone. Mobile phone reception is good.



Fire Brigade contact details & contact tel: Cambridgeshire Fire & Rescue Service.
General enquiries: 01480 444500. In an emergency dial 999.

The company hired to maintain and service fire safety equipment is Cromwell Fire Ltd.

Procedure in case of accidents

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

Hinchingbrooke Hospital, Hinchingbrooke Park, Huntingdon PE29 6NT

Tel: 01480 416416

The location and telephone no. for the nearest doctor's surgery is:

Buckden Surgery, Mayfield, Buckden, PE19 5SX

Tel: 01480 810216

The First Aid Box is located in the marked cupboard in the kitchen.

The accident book/forms are kept with the First Aid Kit and must be completed whenever an accident occurs.

Any accident must be reported to a member of TMC or caretaker via a written note in the caretaker's book in the kitchen.

The following major injuries or incidents must be reported on RIDDOR forms (kept with accident book):

- 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.

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.

It is the intention of the TMC that the village hall complies 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.

Volunteers, committee members, hirers, contractors and users will be expected to recognise that there is a duty on them to comply with the practices set out by TMC, 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.

TMC 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 six 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. Avoid over-crowding 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 the caretaker via a written note in the caretaker's book in the kitchen, or any member of TMC.
- **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

TMC will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and TMC
- the contractors are competent to conduct 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 TMC 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

Employer's Liability and Public Liability insurance cover are provided by:

Ansvar Insurance, St Leonard's Road, Eastbourne, BN21 3UR

Telephone No: 01323 737541

Policy No: CCP2295456



Date of Annual Renewal: 1st October

There are no risks or special conditions in the aforementioned policy that volunteers, committee members, hirers, contractors or users should be aware of.

Policy Review

Policy to be reviewed biennially. Committee members with responsibility for aspects of health and safety will report to TMC regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of volunteers, committee members, hirers, contractors, or users.

To be reviewed not less than biennially

Version 4 2026 adopted by the Management Committee: Monday, 09 February 2026

Date for Next Review: Wednesday, 09 February 2028