

Lawshall Village Hall

Health & Safety Policy

Policy Statement

Our policy is to:

- Provide healthy and safe working conditions, equipment, and systems of work for our employees, volunteers, committee members, hirers, and members of the public.
- Keep the village Hall equipment in a safe condition for all users.
- Provide such training and information as is necessary to all employees, volunteers, and users.

It is the intention of the Lawshall 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.

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

Volunteers, employees, hirers, and visitors will be expected to recognise that there is a duty on them to comply with the practices as 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 or ill health to themselves or others.

Safeguarding Principles apply: a) Identify and manage risks, b) Have suitable policies and procedures in place c) Carry out necessary checks d) Protect volunteers and staff e) Handle and report incidents appropriately f) seek further support as needed. <https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees>

Health and Safety Policy.

Signed: (On behalf of the Management Committee)

Name..... Position.....

Date.....

The Management Committee will be responsible for carrying out all necessary Risk Assessments and Safety checks on their grounds and premises/ It is expected that hirers of the village Hall will have completed their own Risk Assessments in relation to their specific activities. A hard copy of all essential documents relating to the Village Hall will be maintained.

Committee Members (as of Jan 2026)

Peter Ward Chair
Rosemary Riches (Secretary)
Leanne Hornby (Treasurer)
Ian Carrington
Julian Delefortrie
Jenna Kitchen
Wendy Harris (PCC rep)
Julia Keys (R&A)

Lawshall Village Hall

Smoking is NOT allowed in the Village Hall

The Lawshall Village Hall Management Committee has overall responsibility for the Health and Safety at the Lawshall Village Hall. The person(s) delegated by the Management Committee to have day-to-day responsibility for the implementation of this policy are:

Name: Julian Delefortrie and Ian Carrington

Telephone Details: 01284 830544 and 01284 830497

Name: **Sharon Marshall** (Caretaker)

Telephone Details: **01284 830182**

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 carpark and grounds.

Should anyone using the Hall come across a fault, damage or other violation which may cause injury and cannot be rectified immediately they should inform one of the persons named above, 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. **A comments book is available.**

A baseline Risk Assessment was carried out in November 2014 and is reviewed annually. A copy of the findings are available in the village Hall.

The following persons have responsibility for specific items:

- First Aid Box: **Sharon Marshall**
- Reporting of accidents: **User and injured party**
- Fire Precautions and checks: **Julian Delefortrie**
- Risk Assessment and inspections: **Julian Delefortrie**
- Information to contractors: **Julian Delefortrie or Ian Carrington**
- Information to Hirers: **Leanne Hornby**
- Insurance: **Leanne Hornby**
- Accident review and reporting (RIDDOR): Jenna Kitchen
- Safeguarding lead: Peter Ward and Jenna Kitchen

A plan of the village Hall is attached which shows fire exits, fire extinguishers and 'Break Glass' fire alarm points.

Licence: Babergh District Council licenses the Hall for the following activities:

Public entertainment, performance of plays and films, live and recorded music and dancing.

Date of licence renewal: Not applicable as there is no requirement to renew.

Music and entertainments licence PPL PRS renewed annually BPL0254

The supply of alcohol is not authorised. Temporary licences are obtained when needed.

Evacuation Procedure.

In case of fire or other event likely to cause multiple casualties or panic, leave the Village Hall by any emergency exit and assemble at the fire assembly point in the carpark.

Lawshall Village Hall
Maintenance of equipment / services

Equipment	Item test interval	Service date
Emergency Lights	Monthly	October 2021, due 2026
Fire Exits	Monthly	Main door upgrade needed to open out
Fire Alarm System	Monthly	
Fire Fighting appliances	Monthly	
Electrical installation	5 Yearly	September 2021, due 2026
First Aid Box	Monthly	Items replaced as used.
Heating Oil Boiler	Annually	October 2021, 22, 23, Oct 25
Electrical appliances	PAT Annually	June 2024

Fire Safety Equipment: Ian Carrington 01284 830497 / 07881 596281

Electrical Services: **Pete Austin 07810358431**

Boiler maintain / service: **Bernaserv 01787 247540**

Plumber: **Sam Mapston 07766 885869**

The location of the nearest hospital Accident and emergency / casualty department is;
 West Suffolk Hospital, Bury St Edmunds. Call 111 for advice.

The location and telephone number for the nearest doctor's surgery is:
 Lion Road, Glemsford – 01787 280484

The First Aid Box is in the Kitchen. There is also a Covid first aid box in the Safe Room

The accident book / forms are kept in the kitchen. (This must be completed whenever an accident occurs and the form given to a member of the management committee. Any serious incident must be reported immediately. The Village Hall insurers must be advised of any serious incident as soon as possible by phone and, if requested, a written report will be made.)

The person responsible for completing Health and Safety RIDDOR and reporting accidents is:
Jenna Kitchen

Safety Regulations (Hirer)

The following practices **must** be followed to minimise risks:

1. Ensure that **all Emergency doors are unlocked (Hall, Jubilee room and Kitchen)** and clear of obstructions internally and externally as soon as the Village Hall is to be used and throughout hiring.
2. In case of fire or other emergency leave the Hall by the nearest available exit and assemble at the fire assembly point in the carpark.
3. Do **NOT** operate or touch any electrical equipment where there are signs of damage, exposure of components or water damage.
4. Do **NOT** attempt to change light bulbs or tubes, modify, or repair any electrical appliance or fitting.
5. Do **NOT** cover or place any item on or above the radiators or any heaters.
6. Do **NOT** bring onto the property any portable electrical appliances that have not been Portable Appliance Tested (PAT). All appliances must be displaying a current 'Passed Test' sticker in accordance with the Electricity at Work Act 1989.
7. Do **NOT** leave portable electrical appliances operating unattended.
8. Portable Gas heaters are **NOT** allowed in the Village Hall.
9. Do **NOT** work on steps or ladders until they are properly secured, and another person is present.
10. Do **NOT** attempt to move heavy and bulky items. Two people are required to lift, move, and stack tables. Use the trolley to transport fold up tables and stacked chairs. Do **NOT** stack chairs more than 5 high.
11. Do **NOT** allow children in the kitchen unless accompanied by an adult.
12. Wear suitable protective clothing when handling any toxic materials.
13. Report any evidence of damage or faults to equipment, or to the building facilities to the caretaker, or other member of the management committee.
- 14. Report every accident in the Accident Book and to the caretaker.**
15. All hirers **MUST** ensure that the Village Hall capacities are not exceeded.
The maximum numbers of persons allowed in the village Hall are:
Seated at tables = 150
Mixed Occupancy (tables and dancing) = 100
Dancing = 150
Seated audience = 200
16. Fire, Pyrotechnics, or any naked flame (**including candles**), except for the gas cooker in the kitchen are **NOT** allowed on any part of the property.
17. The hire agreement must be signed at the time of booking and returned to acknowledge acceptance of the Village Hall's Health and Safety Policy.

Lawshall Village Hall

Insurance

Name and address of Insurer: **Ansvar Insurance Company Ltd.**

4th Floor, The Office, 1 Market Square, Circus Street, Brighton BN2 9AS

Telephone; **0345 6020 999**

Policy No: ACY 2438331 to 31 March 2026

Coverage / Limits: Building / Contents / Public Liability = no less than £5 Million.

The Management Committee will review this policy annually.

Committee members with responsibility for aspects of Health and Safety will report to the Management Committee regularly, including any accidents, faults, misuse by hirers, or other matters that could affect the health and safety of users or employees.

Contractors

A representative of the Management Committee will check with all contractors (including self-employed persons) before they start work that:

1. No work shall be started or undertaken before the permission to work form has been fully completed.
2. The contract is clear and understood by both the contractor and the Management Committee.
3. All Contractors employed by the Management Committee operate a safe system of work and, if requested, will produce a method statement.
4. The contractors are competent to carry out the work and have adequate public liability insurance cover.
5. Contractors have seen the Health and Safety file and are aware of any hazards that may arise, e.g. Electricity cables, oil and gas pipes, Asbestos, etc.
6. Contractors do not work alone on ladders at height – if necessary, a volunteer should be present.
7. Contractors must have their own Health and Safety policy for their staff. They must conduct their own risk assessments and issue any needed permits to work.
8. The contractor knows which member of the Management Committee is responsible for overseeing that their work is in accordance with the agreed terms and to a satisfactory standard.
9. All alterations to electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers and be certificated.

Lawshall Village Hall Procedures

Fire

1. Please ensure that your guests are aware of the position of the fire extinguishers, and the `break glass `points which will set off the fire alarm.
2. In the event of fire, the person in charge of the function will instruct all persons to leave the building using the nearest exit and to assemble at the fire assembly point located in the carpark

3. CALL THE FIRE BRIGADE – DIAL 999 AND GIVE THE ADDRESS:

Lawshall Village Hall

Opposite The Glebe

Harrow Green

Lawshall

IP29 4PB

4. Attendants should ensure that once the building has been evacuated members of the public do not re-enter to collect personal belongings, etc.
5. Whilst waiting for the arrival of the Fire Brigade, telephone one of the Management Committee or Caretaker. Telephone numbers are on noticeboard.
6. On arrival of the fire brigade, the person in charge of the Village Hall at the time should report to the Officer in Charge that all persons are safe or should inform of him/her of last known location of anyone missing.
7. Attendants should only attempt to extinguish the fire using the fire appliances provided they considered it safe to do so. Use only the extinguisher situated in that area; the extinguisher in the kitchen is specific for fires in the kitchen.

Lawshall Village Hall Procedures

Accident

1. The First Aid box is in the Kitchen.

Accident Protocol:

2. When an accident occurs the responsible person (hirer, committee member, leader of the group) will complete an accident form – the Accident book can be found in the kitchen.
3. For serious accidents contact the named committee member Jenna Kitchen straight away.
4. The accident form is to be given to the named committee member Jenna Kitchen for review.
5. This review is to include what measures, if any, need to be taken to prevent a recurrence of the accident, since those initially reporting accidents rarely do this even though the form asks for it. These measures to be shared with the committee and noted in minutes.
6. The review should also consider if RIDDOR reporting is needed. Unless the person injured is an employee or is taken directly to hospital the information on Gov.uk says no RIDDOR report is needed. www.hse.gov.uk/riddor/reportable-incidents.htm
7. Also consider if the accident needs to be reported to the insurance company especially if there is injury, the hall/grounds are in any way defective or a claim is likely.
8. The form needs to be securely stored in line with GDPR guidelines by nominated person for 7 years.

Lawshall Village Hall

END OF SESSION CHECK LIST

- 1. Check all rooms including the toilets to ensure all have been vacated.**
- 2. Check that all heaters and cookers have been turned off.**
- 3. Fill and set dishwasher running, do not turn off.**
- 4. Check that all other electrical appliances are turned off and unplugged.**
- 5. Search for any possible smouldering fires and clear wastepaper.**
- 6. Close and lock storage cupboards and all appropriate internal doors.**
- 7. All Hall equipment used must be returned to its proper storage cupboard or space.**
- 8. Use the comments book to note any damage or problems.**
- 9. Turn off all lights not required for security purposes.**
- 10. Secure and lock all external doors and windows.**
- 11. Return Key to keysafe and close securely.**

Safeguarding the welfare of children and adults at risk of abuse or neglect

A duty of care exists to everyone who enters the premises as visitors, participants, volunteers, staff, trustees or contractors.

Safeguarding Principles apply: to children under 18 and to any adult with care and support needs.

The Village Hall management committee should:

- a) Have suitable policies and procedures in place which are reviewed regularly
- b) Identify and manage risks,
- c) Carry out necessary checks
- d) Protect volunteers and staff
- e) Handle and report incidents appropriately
- f) seek further support as needed.

<https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees>

Lawshall Village hall has a zero tolerance approach to abuse, and is committed to harm prevention, responding effectively if concerns are raised.

Responsibilities exist under the Human Rights Act 1998, Care Act 2014, Children Acts 1989 and 2004 and Working Together to Safeguard Children 2018.

The Suffolk Safeguarding Partnership works to:

- Prevent abuse and neglect from happening
- Listen to people with lived experiences, learning lessons that help improve Suffolk systems
- Promote wellbeing and safety
- Hold our partners and other agencies to account for undertaking safeguarding duties and scrutinise safeguarding actions and outcomes
- Inform, teach, support, advise, and be part of the safeguarding network in Suffolk
 - They can be contacted at: <https://www.suffolksp.org.uk/#gsc.tab=0>
- or search Suffolk safeguarding partnership

See it, Recognise it, Report it encourages everyone to participate.

Committee Procedures

1. **All committee members sign a Statement of Eligibility form for Trustees** which includes a declaration that they have no convictions in relation to abuse.
2. **All committee members** familiarise themselves with safeguarding responsibilities, undertaking training where available.
<https://www.suffolksp.org.uk/#gsc.tab=0> includes a short video.
3. **Promoting a culture** that enables issues about safeguarding and promoting welfare to be addressed.
4. **All persons (committee, helpers, volunteers)** will not have unsupervised access to vulnerable people unless adequately vetted.
5. **Safe recruitment practices will be followed.**
6. **All suspicions** will be taken seriously
7. **The named committee member responsible for reporting safeguarding concerns is:....Peter Ward or...Jenn Kitchen.....**
8. **The Multi-Agency Safeguarding Hub (MASH)** can be contacted via Customer First on 0808 800 4005
<https://www.suffolksp.org.uk/multi-agency-safeguarding-hub#gsc.tab=0>
9. **The hiring agreement**, signed by hirers requires that those who wish to hire the hall for activities involving children or at risk adults (other than private parties) produce a copy of their Safeguarding policy and evidence of carrying out relevant DBS checks.

10. The safeguarding policy is reviewed annually.

Child Protection Policy for _____ (name of WildSpace project) _____ (Date)

When we work with children, their welfare and safety is paramount at all times. This policy is designed to enable children to enjoy activities with our group within a safe environment.

Group members are expected to ALWAYS:

- Ensure that at least one member has received child protection training before the group leads any activities with unaccompanied children [See resources section, below, for sources of training]
- Treat everyone with respect and dignity, be sensitive to likes and dislikes
- Remember that children view adults as role models, so provide a good example of acceptable behaviour. Have plans for dealing with difficult situations.
- Use physical contact only when absolutely necessary, and respect personal space
- Remember that someone else might misinterpret your actions, however well intentioned
- Ensure there is an appropriate ratio of adult leaders to children, having taken advice from a Steering Group member trained in child protection, but never run events with less than 2 adults present
- Liaise openly with parents and carers, work in an open and transparent way, obtain written parental permission for all activities
- Listen to and act upon any disclosures/allegations/concerns of child abuse, (see below)

And NEVER:

- Be alone with children at any time
- Permit abusive behaviour (i.e. bullying, taunting, swearing)
- Directly supervise children under 9 years of age (who should always be accompanied by a teacher, parent or carer)
- Show favouritism to any individual
- Have any inappropriate physical or verbal contact with others
- Make suggestive remarks or actions, even in jest
- Believe 'It could never happen to me'

If a group member suspects that a child is being abused physically, sexually or emotionally, they will follow the guidelines below:

- Keep calm, try to act normally, allow the child to speak without interruption, accepting what is said, acknowledge with "thank you for telling me"
- Do not investigate or ask leading questions
- Do not challenge parents/carers about concerns
- Never agree to keep a secret
- Objectively record all details which support the suspicions, sign and date these (i.e. *x said "....."*)
- Pass on details to a teacher/youth group leader or equivalent responsible person

RESOURCES

- **Safe from Harm – the welfare of children in Voluntary Organisations**
Home Office, London 1993, ISBN: 086252993X
- **Working Together to Safeguard Children 1999** and **What to do if you are worried a child is being abused** (2003) - *Department of Health publications*. Download from www.dh.gov.uk, publications section
- **S.A.F.E. (Safer Activities For Everyone)** – www.oursafesite.com , Tel: 01379 678961
- **NCVYS (National Council for Voluntary Youth Services)** – www.ncvys.org.uk, offer Child Protection training in Cambridgeshire & Peterborough Tel: 01480 375098
- **Voluntary Sector Training** – www.voluntarysectortraining.org.uk , organise Child Protection training courses for Essex-based groups, Tel: 01371 876747
- **NSPCC (National Society for the Prevention of Cruelty to Children)** – nspcc.org.uk
- **CRB (Criminal Records Bureau)** – www.crb.gov , Tel: 0870 90 90 811