

Ellingham Village Hall - Health and Safety Policy

Part 1: General statement of policy

This document is the Health & Safety Policy for Ellingham Village Hall ('EVH') as adopted by the EVH Trustees (the 'Trustees')

The Trustees will take reasonable measures to

- Provide healthy and safe conditions for committee members, volunteers, users and hirers.
- Keep the village hall and its equipment in a safe condition for expected use.
- Provide such advice and information as is necessary to trustees, volunteers and users.
- Provide safe access and egress from the building.

It is the intention of the Trustees to comply with all relevant health and safety legislation and to act positively, where it is reasonable do so, to prevent injury, ill health or any danger arising from activities and operations at EVH.

The health, safety and welfare of all those managing, using and visiting EVH is of great importance. The Trustees recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of the hall and its equipment.

To this end, the Trustees will encourage its committee members, hirers, users and other visitors to engage in the establishment and observance of safe practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out in the Hire Agreement, with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

11 Feb 2026

Part 2: Organisation of Health and Safety

The Trustees have overall responsibility for health and safety at EVH and they take day to day responsibility for the implementation of this policy.

However, it is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

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 Chairman as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairman informed as soon as possible.

If the activities of any users carry known specific risks they will be expected to submit a copy of their own risk assessment to the Chairman in advance of the activity taking place.

Similarly, any operators or contractors involved in maintenance or repair work inside or outside the building are expected to submit their own risk assessment to the Chairman before starting work.

A plan of the hall is attached showing the location of electrical sockets, fire exits, fire extinguishers, fuse box and stop cock.

Part 3: Arrangements and Procedures

1. Licence

The hall is licenced for music, singing and dancing.

The sale of alcohol is permitted.

The hall has a Music Licence for playing and performing music.

The hall has an MPLC Umbrella Licence for the display of films, DVDs and TV shows.

Current copies of the above licenses are displayed in the entrance hall.

2. Fire Precautions and Checks

Fire risks are included in the EVH risk assessment document. Fire evacuation notices are found on the walls adjacent to all fire exits.

Location of service record: The contact details of the company responsible for maintaining and servicing our fire safety equipment and the service record are stored in a fire proof folder inside the filing cabinet in the EVH store room.

Fire equipment is checked annually and a register of checks maintained.

3. Checking of equipment, fittings and services

- *Weekly*: Door mats and stops, clocks, toilets, water heaters, stage, accident book, fridges, outside lights, emergency lighting, fire doors, all lights, dishwasher, torch, water boilers and fire alarm.
- *Monthly*: First Aid Box, ladders and steps, locks and sockets.
- *Bi-monthly*: Window cleaning.
- *Half Yearly*: Outside gutters
- *Yearly*: Fire extinguishers and Portable Appliance Testing.

4. Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is: Infirmary Drive, Alnwick NE66 2NS (phone: 0344 811 8111).

The location and telephone number for the nearest doctor's surgery is: Belford Medical Practice, Croft Field, Belford NE70 7ER (phone: 01668 213738).

The First Aid Box is located on the kitchen wall adjacent to the rear door.

The accident forms are kept beside the First Aid box in the kitchen. The relevant form must be completed whenever an accident occurs and any accident must be reported to the Chairman. The nature of reportable injuries or incidents are set out on the cover sheet of the accident form.

5. Safety rules for all users

The Trustees have no responsibility under the Health and Safety at Work Act for risks created by the work of others, such as those maintaining the building, or for the activities organised by those who use the hall. However, the Trustees will encourage all users to engage in the establishment and observance of safe working practices.

The Hire Agreement (click to view: [Hire Agreement](#)) contains many health and safety aspects. All hirers are expected to read the entire Hire Agreement and must sign the form as evidence that they agree to the conditions and will follow the safety requirements.

In addition to the safety requirements indicated in the hiring agreement there are safety notices posted within the premises. All hirers and visitors are expected to accept responsibility to do all they can, at all times, to prevent injury to themselves or others.

The following important practices must be followed in order to minimise risks:

- Ensure all emergency exit doors are clear and unlocked whenever the hall is in use.
- 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 unless 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 without a trolley.
- Do not attempt to carry or tip the water boiler when it contains hot water. Leave it to cool.
- No children in the kitchen at any time. Avoid over-crowding in the kitchen.
- Wear suitable protective clothing when handling cleaning or other toxic materials.

6. Contractors

Any contractors, including self-employed persons, will be expected to operate within the same Health and Safety rules as any other user of the hall. They will be required to submit their own Health and Safety Risk assessment to the Trustees before works begin.

They will also be checked for:

- Appropriate qualifications, references and experience.
- Adequate public liability insurance cover.

7. Ellingham Village Hall Insurance

Details of EVH's Employer's Liability and Public Liability insurance cover are posted in the entrance hall. The EVH Trustees review these policies annually.

8. Review of Health and Safety Policy

The Trustees will review this policy annually.
The next review is due in February 2027

11 Feb 2026