

Health and Safety Policy

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1. Statement of Policy

The Management Committee is committed to ensuring that:

- the facility is safe for all users and that any evident damage, faults, wear and tear or other concerns that could pose a hazard to anyone using the facility are dealt with. The Committee will in particular:
 - at least every two years, assess potential hazards and the risk of these occurring;
 - take steps to mitigate and minimise the above (i.e a risk assessment and actions).
- it complies with all health and safety legislation and acts positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations;
- those hiring or visiting the premises are appropriately informed on safety matters and formally accept the Conditions of Hire.

The management committee will:

- issue all trustees with a copy of this Policy (via this Handbook) and ensure its contents are discussed at appropriate intervals at Committee meetings and, in any event, when there are changes to the Committee members.

- make all hirers aware of health and safety matters at the time of booking.

2. Legislation

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The over-arching Health and Safety at Work Act 1974 applies to all premises to which the public and volunteers have access and the Management Committee is committed to ensuring that this Act is adhered to (including maintenance of a Health & Safety Policy as required by the Act). However, there is other legislation with which the Committee must also comply, which creates specific obligations in respect of matters such as:

- the need for appropriate risk assessment
- an Accident Book and first aid equipment
- provision of protective equipment (e.g. gloves)
- risk assessment for hazardous substances
- risk assessment for fire hazards
- electrical and water equipment
- asbestos
- food safety

A list of current applicable legislation that we know of is in [Appendix 1](#).

Legislation can, of course, change. To ensure the Management Committee is aware of any changes, the following practices are adopted under this Policy:

1. The Chair/Secretary will subscribe to email alerts from the Charity Commission and the National Council for Voluntary Organisations (NCVO), and bring any potentially relevant matters to the Committee's attention. (Links: www.gov.uk/government/organisations/charity-commission; www.ncvo.org.uk.)
2. We will monitor and/or maintain membership of appropriate organisations related to village halls or similar community enterprises (such as Support Staffordshire and ACRE), so we are alerted of changes through newsletters, social media etc. and benchmark our policies against others. (Links: www.supportstaffordshire.org.uk; www.acre.org.uk.)
3. Health and Safety to be a standing item on the first meeting after the AGM, in order for any member to raise concerns about the current state of the Committee's understanding on health and safety matters.
4. The Secretary will contact the Health and Safety Executive for guidance if needed. (Contact telephone 0300 003 1747 or via www.hse.gov.uk.)
5. Legal advice to be taken if there are any doubts raised by any Committee member with regard to our adherence to the law.

3. Premises Licence

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There have been various de-regulations that mean a licence is not required under the Licensing Act 2003 for, inter alia, performance of live music or playing of recorded music between 8am and 11pm at premises licensed to sell alcohol before an audience of no more than 500 people.

The Hall has a Premises Licence under the 2003 Act (first issued by Staffordshire Moorlands DC in April 2012), which authorises the activities listed below, between the *later* hours of 11am to 1am (seven days a week): dancing, theatre, films, live and recorded music, indoor sports and the sale of alcohol for consumption on the premises. Permitted opening hours of the premises are from 7am until 1.20am.

No licence is required for the provision of hot food/drink before 11pm but the Hall is additionally licensed for the provision of late-night hot food/drink after this time, from 11pm to 1am. The licence does not authorise boxing or wrestling entertainment.

There are important conditions applicable to the specific licensed activities, such as conditions for the sale of alcohol (e.g. age verification) and the viewing of films by children. Further general conditions apply, viz:

- Car park lit for public safety
- No nuisance to be caused to local residents through unruly behaviour or excessive noise in and around the Hall.
- Car parking is not allowed on the road outside the hall and a large free car park is provided.
- Fire risk assessment is carried out on a regular basis.
- Emergency exits are provided; emergency procedure notices on display; fire-fighting equipment in place
- First aid box provided
- Committee member present at all events organised by the committee.
- Sufficient members of committee to hold food hygiene certificates and to supervise the kitchen/food labelling.
- Amplification to be kept to a minimum for the benefit of audience/prevention of nuisance.
- When amplified music or entertainment is taking place, windows and doors to be shut after 11pm.
- Signs to be displayed asking people to leave the premises quietly and with consideration to neighbours.
- Events to finish on time.
- Children to be excluded from the kitchen; a lock on the door to prevent access by small children.
- Children to be excluded from any event unless they are accompanied by their parents or a responsible adult known to their family. All birthday parties for children and young people to be supervised by parents or responsible adults known to and authorised by the family.
- All private bookings to be vetted by the committee.

The conditions are stated in full in the Licence, a summary of which is available to all Committee Members in this handbook ([here](#)) and to hirers of the Hall for any intended regulated activity. The licence holder (i.e. the committee) is responsible for the supervision and authorisation of all alcohol sales but, as a community building, there is no requirement to have a 'designated premises supervisor' or personal licence holder. All committee members need to understand the general licensing requirements but it is the Booking Secretary who must ensure that the supply of alcohol is only carried out by persons who are competent to do so.

N.B. Although it used to be the case, a Premises Licence does not generally impose a maximum capacity limit. (The only instances when a maximum capacity may apply is where a limit has been imposed due to public safety reasons or for prevention of crime and disorder.) Premises licences that were converted in 2005 would have had old capacity limits transferred over but these can be disregarded as the 2005 Order has superseded the Licensing Act 2003. Maximum capacity limits are still needed (for fire safety reasons) but are determined by the Management Committee, following its normal risk assessment, and are potentially subject to auditing by the local fire authority, under the 2005 Fire Safety Order (see below [Fire Risk – Capacity](#)).

4. Arrangements and procedures

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a. Key security

It is obviously important that we have good external door locks and maintain a record of who holds the keys, with procedures to ensure that these do not fall into the wrong hands. In 2007, the committee had concerns that they did not know who had keys; a new lock was fitted but keys were still issued with few controls. In 2019, the same concerns were raised, and a decision taken to replace the locks again, with greater controls. There are two external doors, i.e. the north door and the secondary, south, door inside the porch (the porch door is left unlocked to provide public access to the defibrillator). These are both fitted with modern 5 lever mortise deadlocks ('High security mastered euro cylinders'), which were re-fitted with identical keys in January 2020. The keys are 'Restricted High Security' keys that can only be cut by the supplier:

Reliable Security, 46 Balance Street, Uttoxeter ST148JE

Contact: 01889 568403/07870585504 or email-john@reliable-security.co.uk

The Booking Secretary maintains a list of keyholders, being committee members (or regular users) who we are satisfied have good reason to need a personal key. Each keyholder is required to sign a declaration giving their reason for holding a key and agreeing that they will not be passed to others.

A list of the current keyholders can be found in [Appendix 5](#) below.

One external key is kept in the outside key safe, the code for which is communicated to all Committee members. The code is changed on a regular basis by the Booking Secretary, who also maintains a list of hirers or others (such as the cleaner) who do not have a personal key. The key cannot be copied, so there should be no risk of the key being passed to others and duplicates being made.

The procedure for hirers to access the premises are stated in the [Hiring Policy](#) and the [Hiring Agreement](#) issued to hirers.

Committee members (and certain users) with an external key may also be provided, according to their needs, with one or more additional keys to access places like the first floor, donation boxes, cupboards, etc. Alternatively, such keys are normally kept in the key box in the kitchen (for which a keycode known only to committee members is required).

The key for the Meeting Room is left in the lock (on the inside), to enable entry to be prevented by users holding private meetings or when the room is being used for events as a 'green room' when equipment (e.g. musical instruments) or valuables are temporarily left in the room.

b. General risk assessment

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The significant findings of risk assessments need only be documented by law if there are 5 or more employees. However, it is good practice to do so even where there are no employees, and can be helpful if an accident or problem occurs. It can also be an insurance requirement.

We should regard risk assessment as nothing more than an examination of what could potentially cause harm to people, so that we can consider whether or not we have safe premises and practices, and have taken enough precautions or should do more to prevent harm. Various legislation requires us to undertake risk assessments, but the Committee's approach should be that maintaining a safe environment is a key priority, regardless of any legal requirement to do so.

To meet this aim, we delegate a sub-committee to undertake a general risk assessment once a year (to be led in 2022 by Jo Griffin). This is undertaken essentially by walking around the whole premises, including the car park, grounds and immediate surroundings, checking for hazards and applying common sense. The process is, in summary, to ask:

- what could go wrong?
- what would the consequences be, and for who?
- what can be done to make sure it doesn't go wrong (or the possibility reduced)?

If a major event is held, the Committee should consider undertaking a one-off risk assessment or, where relevant, require the hirer to do so (and obtain a copy of the assessment before accepting the event booking).

As **concerts** have been a regular feature of the committee's social and fund-raising activity (and attendances can be up to c.100 people), a concert-specific risk assessment has been carried out – see [Appendix 4](#) - which should be reviewed as part of the annual general risk assessment in terms of any changes needed, such as hazards identified in the previous year. Note that where concerts are supported by external organisations such as 'Live & Local', these may expect an event(s)-specific risk assessment to have been done.

We must accept that we cannot eliminate all risks but our aim should be to identify any significant hazards and decide whether we have adequate precautions so the risk of harm is small.

There is no standard template for carrying out risk assessments but there is a guidance available from various sources. The latest risk assessment (based on a template suggested by Jo Griffin based on her training on the subject) can be found on the village webpage here: <http://www.alstonefield.org/wp-content/uploads/Risk-Assessment-2019.pdf>.

(c) Fire risk (inc. electricity, capacity, etc)

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(i) Fire risk assessment

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Carrying out a fire risk assessment is a legal requirement of the 2005 Fire Safety Order, and the Committee's policy is to undertake this as part of its general risk assessment. In doing so, we believe that we meet equivalent standards to those outlined in the Government's guide: [Fire safety risk assessment for small and medium places of assembly](#) and **ACRE Information Sheet 37 Fire Safety in village halls** (available on request to the Chair).

A report on the annual risk assessment is presented to the whole Committee at the first meeting after the assessment, generally in Q4.

The Fire Authority can inspect premises and undertake audits of our assessments, but we believe that by demonstrating a clear and thorough assessment with appropriate precautions in place, the Authority would regard the Hall's arrangements as satisfactory, with no need for additional auditing.

(ii) Precautions

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The Fire Safety Order also requires fire precautions to be put in place as necessary, where it is reasonable and practical to do so, and to appoint a competent person, or persons, to carry out the above. Fire-tackling equipment is in place, i.e.

- fire extinguishers in key locations (both CO2 and foam);
- a fire blanket in the kitchen

Extinguishers are subject to annual inspection, which is currently carried out by Fire Control UK Ltd and by regular monthly visual checks, ideally monthly, by committee members (see [Maintenance, routine tasks and trade/services contacts](#)).

Fire resistant doors between rooms should be kept closed. Emergency fire exit doors must be unlocked (or push bar type) when the premises are in use, with directional signs and lit exit signs above the doors.

Emergency escape lighting is in place throughout the building (15 units in total). Most of these were upgraded with new units and/or LED bulbs in June 2020 and an Inspection & Testing Certificate was provided (by Neil Gilman Electrical Services) at the time and since (most recently August 2022). These should be regularly checked:

- 'daily' i.e. a visual check whenever the Hall is in use that the LED indicator is illuminated
- monthly, i.e. a 30 second failure test using the 'fish key' switch (or circuit breaker)
- yearly, i.e. a 3 hour test using circuit breaker.

Portable appliances should be checked ('PAT testing') but there is no prescribed timeframe and items that are regular moved will be inherently less safe than items that stay in one position, such as white goods. It is something that all committee members can assist with, by watching-out for any frayed cables, broken plugs, etc. However, we carry out formal testing by a qualified electrician at least bi-annually. It was last undertaken in August 2022 (by Neil Gilman Electrical Services). The certification is non-specific, i.e. on the recommendation of the electrician, items are not labelled as having been tested because this tends to lead to users questioning the safety of items merely because a label may be, for example, over 12 months old.

The **electrical installation** itself must be regularly inspected, to identify any deficiencies against the national safety standard (BS 7671) and to ensure that the safety of Hall users is not put at risk. This can either consist of a full inspection every 5 years or broken down to a yearly rolling programme of 20% inspections. The inspection checks include (e.g.) adequacy of earthing; serviceability of equipment; type of wiring and its condition; extent of any wear and tear, damage or other deterioration; presence of adequate identification and notices.

The last full inspection was carried out in 2016, and a new yearly rolling programme was begun in August 2022 (by Neil Gilman Electrical Services). Using this method ensures that the installation can be checked once a year for faults, and at the same time the emergency lighting can be checked and any necessary PAT testing carried out.

It is an insurance condition (and a general health & safety requirement) that boilers are inspected annually.

Ensuring the various checks are carried out is the responsibility of all committee members, which we control by having standing and scheduled items on the standard general meeting [agenda](#). The following should be reviewed at every meeting or as scheduled (e.g. Q1, Q2, etc.).

Emergency Lighting	Every meeting
Fire-fighting appliances	Every meeting
Boiler inspection	Annually – H&S Standing item in Q1
Electrical installation	2/5 yearly – H&S Standing item in Q1
Portable Appliances Testing	2 yearly – H&S Standing item in Q1

A record is held by: **Chair/Secretary**

The sub-committee that undertakes the risk assessment should include people who know the building and the use made of it, to ensure we have the requisite competence. This Handbook

provides the sub-committee members with a reminder of the Hall's fire protection equipment and maintenance arrangements, and the local fire officer's contact in the event of assistance or advice being needed.

A copy of ACRE **Information Sheet 37 - Fire Safety In Village Halls** is held by the Chair and is available to any Committee member on request. This provides additional information on the particular kinds of hazards that can arise in relation to fire (such as flammable liquids, electrical equipment, litter, central heating oil, foam filled furniture or mats, and party decorations) and the ways the risk of fire occurring can be evaluated and reduced. *(This Policy does not describe these hazards and actions in detail; rather, we expect Committee members to refer to the above Information Sheet when making decisions in relation to fire safety matters.)*

From time to time (particularly if the Committee membership changes), instruction is given on use of fire and related equipment. Details for contacting the emergency services are contained in [Appendix 6](#) of this Policy.

(iii) Capacity

The 2005 Fire Safety Order requires capacity limits on the premises (separate from any Premises Licence requirement - see above). These are determined by the Management Committee, following its normal risk assessment, and are currently set (and stated in the Conditions of Hire) as follows:

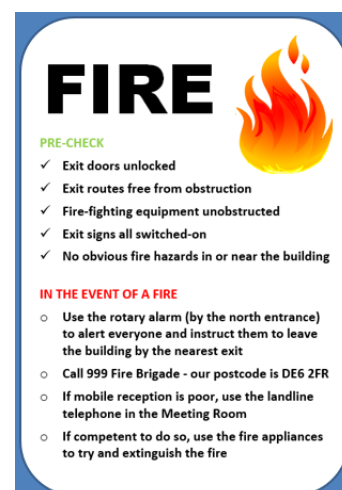
- Whole premises: 150
- Main hall seated: 105, unless tables are in use, in which case seat numbers must be reduced accordingly, leaving clear exit routes. (Note that the application for variation of the Premises Licence in 2012 indicated a capacity of 105, so we are consistent with this.)
- Main hall standing/dancing: 135
- Main hall part-seated: between 105 and 135, depending on the circumstances.
- Meeting room: 12

(iv) Procedures in the event of fire

If a fire does occur, the focus for the Hall Committee is to ensure people are quickly informed of the emergency and that escape routes enable people to exit the building as speedily as possible. At a basic level, there is a simple-to-read and clear notice displayed on the main noticeboard in the kitchen, drawing attention to:

- the manually-operated rotary alarm bell in the main corridor
- the availability of a landline in the Meeting Room (01335 310516)
- the premises postcode, and
- the availability of fire extinguishers if people feel competent to use them.

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Users of the Hall are informed of the notice, and advised (in the [Hiring Agreement](#)) to close internal doors in the event of a fire, to prevent the spread of fire, heat and smoke. There are three clearly marked exits from the building, and emergency escape lighting.

(d) Accidents and hazardous incidents

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(i) Avoiding accidents

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Should a Committee member come across a fault, damage or other situation which might cause injury and they cannot rectify immediately, they should alert an appropriate colleague on the Committee, another helper or tradesperson to arrange for the problem to be dealt. The Booking Secretary should be advised, if users need to know of the issue. Where equipment is damaged, the person finding the problem should place a notice on it warning that it is not to be used. If portable, it should also be placed in the locked storeroom.

(ii) Hazardous substances

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Under the Control of Substances Hazardous to Health (COSHH) Regulations) 2002, the potential for harm from the use of any hazardous substances should be considered as part of the annual risk assessment. The main substances used in the village hall are various types of cleaning products, i.e. floor cleaner; toilet cleaner; washing-up liquid; surface cleaners; bleach; polish; dishwasher detergent and rinse aid. Most of these are commonly used in domestic settings and will therefore be familiar to anyone using them in the village hall. Only the (commercial) dishwasher fluids may be unfamiliar to domestic users, and these can represent a slightly higher risk of irritation or skin burns, so a higher standard of risk control is appropriate for that product (specific labelling, child locks, etc.)

Decorating materials that may include leftover paint etc. is stored under the stairs (accessed from the Meeting Room cupboard). This is not a public area and the materials are in any event those in common use (e.g. turps).

Most products have clear safety directions on the containers and manufacturer or distributor data sheets are generally available on-line. Key sheets are printed and available near the Accident Book in the kitchen. However, providing the substances are used in accordance with the manufacturer's instruction, risks are small/minimal.

A specific risk assessment template can be found in [Appendix 3](#), last updated in October 2022. (It should be reviewed every year and updated if needed.)

(iii) First aid

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Two first aid kits are provided in the kitchen: a main (general) kit; and a catering kit, including items like blue waterproof plasters. The contents are consistent with British Standard BS 8599-1:2019, i.e. low risk, sufficient for eight people, which is considered adequate for the range of users of the hall. This is subject to any risk assessment indicating additional items may be prudent.

A Committee member is given the responsibility of ensuring contents remain within their use-by date, with a regular 3 monthly check ([Appendix 7](#)). A record of the check is kept in the folder in the kitchen window. The current checklists used (October 2022) are as follows:

Main first aid kit contents (for general use)

Kit Contents	Quantity	Expiry date (if applicable)
First aid guidance Leaflet	1	N/A
Assorted washproof plasters	100	Mar-24
Eyepad dressing	4	Mar-24
Finger dressing 4x4 cm - sterile	4	May-24
Medium flow Wrapped dressing with bandage 12x12 cm	6	Mar-24

Large flow Wrapped dressing with bandage 18x18 cm	4	Mar-24
Non-woven triangular bandage	4	No expiry date
Conforming bandage 7.5 cm x 4 m	2	No expiry date
Burn relief dressing 10x10 cm	2	Nov-23
Microporous tape 2.5 cm x 5 m	2	Jun-24
Emergency thermal blanket	3	No expiry date
Disposable nitrile gloves (pairs)	12	No expiry date
Mouth-to-Mouth resuscitation shield	2	No expiry date
Individual wrapped sterile saline wipes	40	July 22 and May 2024
Tuff cut scissors	1	No expiry date
Additions to the requirements:		
Instant cold compress	1	Jun-20
Tweezers	1	No expiry date
Crepe bandage 7.5 cm x 4.5 m	1	No expiry date
Saline solution	1	Dec-19
Safety pins	24	No expiry date

Catering kit contents

Kit Contents	Quantity	Expiry date (if applicable)
First aid guidance	1	No expiry date
Blue food plasters	40	Feb-24
Blue nitrile gloves (pairs)	6	Feb-24
Wet cleansing wipes	20	Feb-24
Resuscitation shield	1	No expiry date
Adult foil blanket	1	No expiry date
Blue triangular bandage and pins	2	No expiry date
Large blue dressing 18x18 cm - sterile	2	Mar-24
Medium blue dressing 12x12 cm - sterile	2	Mar-24
Blue conforming bandage 7.5 cm x 4 m	1	No expiry date
Finger dressing with blue bandage	2	Mar-24
Blue eye pad dressing - sterile	2	Mar-24
Burn relief burn dressing 10x10 cm	1	Feb-24
Blue microporous tape 2.5 cm x 5 m	1	No expiry date
Scissors	1	No expiry date

(iv) Accident Book

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All accidents and hazardous incidents must be recorded in an accident log, which may be important in the event of a claim (records must be kept for eight years for this purpose). Any incidents recorded may be disclosable to the Hall's insurers at renewal. The cause of any accident must be investigated and appropriate actions taken.

An Accident Book is kept on the kitchen window shelf. It uses individual sheets, which allows previous completed details to be removed and kept confidential for privacy and data protection reasons. It contains instructions that any incident must be reported to the Booking Secretary or another member of the Management Committee.

The requirement to record incidents is included in the Conditions of Hire. Hall users are informed that the Accident Book must be completed whenever an accident occurs, even if there is no injury or the injury is minor (this ensures 'near-misses' are not ignored).

(v) Fatalities or serious injuries/occurrences (RIDDOR)

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More serious, 'work-related' injuries, fatalities or dangerous occurrences resulting in certain injuries are also subject to the *2013 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*. The Management Committee regard any incident of this nature occurring in the Hall as being 'work-related'. Accidents involving members of the public (as opposed to Committee members and employees, including helpers) must be reported if a person is taken to hospital for treatment.

The following specified injuries or incidents must be reported on RIDDOR forms:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

The following dangerous occurrences are also subject to RIDDOR reporting:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor

Although there is a telephone reporting option (for fatal/specified incidents only), reporting is an online process (link here: <https://www.hse.gov.uk/riddor/report.htm#online>).

The resulting form will then be submitted directly to the HSE's RIDDOR database and there is an option to download a copy for our records.

Users are alerted in the Accident Book to the legal requirement for reporting the above incidents and how to do so. The person responsible for completing the RIDDOR process, is the Booking Secretary, **Jo Griffin**.

(e) Asbestos

There is a legal duty to manage the presence of any asbestos in the premises. It was primarily used from c.1950 to the mid-1980s for a variety of purposes including fireproofing, roofing and insulation. A specialist survey was carried out in September 2022 that identified some low-risk asbestos in the premises, for which we need a management plan requiring ongoing attention by the committee— see [Appendix 5](#).

For more information on asbestos and the implications for village hall committees, refer to ACRE Information Sheet 14 (available from the Chair/Secretary on request).

(f) Wheelchair

There is a wheelchair located in the loft (originally purchased in 2012 by the Friendship Club and donated to the Hall). Its availability for community use was advertised in the Parish magazine when it was first purchased, but this may need to be repeated from time to time.

A regular check is sensible, to ensure that it remains serviceable (say, every two years, or thereabouts).

(g) Food safety

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The Management Committee is expected to maintain procedures to ensure that any food provided in the premises is safe to consume. However, the intention of the legislation is that such procedures are proportionate to the size and scope of the food provision operation; if this is small, only very simple procedures and records are expected. Even so, the basic requirements are to:

- ensure that all preparation, storing, packaging, transporting, handling and supplying or selling of food or drink is carried out in a hygienic way;
- identify food safety hazards;
- know which steps are critical for food safety;
- ensure safety controls are in place, maintained and reviewed;
- ensure that certain foods (e.g. fish, meat and dairy products) are kept either (as relevant) at above 63 C or below 8o C, except for short periods;
- keep written records to confirm that proper procedures are in place and have been followed.

(i) Registration as a food business

It should be noted that the Management Committee has not (as at October 2022) registered the premises with the local authority as a 'food business'. Food is only prepared on an occasional basis, principally for events with a charitable purpose. Similarly, alcohol is only supplied on an infrequent basis, as an incidental activity for events such as folk nights (raising funds for the Hall), when beer/wine/cider are supplied. On this basis, Staffordshire Moorlands classifies the premises as 'low risk', which they oversee on a self-assessment basis with the option for inspection only if they consider it necessary.

A self-assessment questionnaire was last provided to the Authority in June 2020 (copy on file), which was subsequently acknowledged with confirmation that the next Questionnaire would not be requested until June 2023. For reference (or we change the amount of food preparation we undertake), contact details are:

Hannah Wilkinson, Environmental Health Officer, Staffordshire Moorlands District Council, Moorlands House, Stockwell Street, Leek ST13 6HQ hannah.wilkinson@highpeak.gov.uk 01538 395400 ext: 4402 /07583112179

(ii) Standard of facilities

Even though we may not be registered – albeit this could change – it is important in being able to hire the premises to people wishing to serve food that we maintain the facilities themselves to at a good standard, i.e. as if registered. This means, for example:

- Floors must be in good condition, non-absorbent, non-slip and easily cleaned.
- Walls must be smooth, non-absorbent, non-flaking and easily cleaned. Gloss or vinyl paint on smooth plaster is acceptable.
- Ceilings must be designed to prevent the accumulation of dirt, reduce condensation, prevent the growth of moulds and prevent the shedding of particles.
- Any woodwork (e.g. window frames, shelves, doors) must be sealed (e.g. painted or varnished) to allow cleaning.
- Work surfaces must be impervious and easy to clean with no gaps or crevices at the sides, back or joins. There should be no open chipboard visible, it should be sealed so that it is easy to clean.

- Drainage facilities must be capable of carrying away the amount of waste water produced and must be designed and constructed to avoid the risk of contamination. Waste pipes need water traps to prevent odours.
- A suitably located wash hand basin must be provided in the food preparation area, supplied with hot and cold water, soap and drying facilities.
- Suitable facilities, like sinks or dishwashers must be provided to clean and disinfect all tools and equipment that come into contact with food.
- There must be sufficient ventilation to prevent heat and steam build up and to remove odours. Natural ventilation will usually be sufficient but halls that are more frequently used may need additional mechanical ventilation.
- There must be adequate lighting, either natural (daylight) and/or artificial (electric light).
- Food waste and other refuse must be deposited in closable containers, preferably pedal bins. Waste should not be allowed to accumulate in the kitchen or left overnight but should be transferred into dustbins with lids. Arrangements should be made for the regular removal of waste from the site.
- Perishable foods will need to be kept safely, so refrigerators/freezers will usually need to be provided.
- The structure and equipment in any food preparation or service areas must be kept clean. Cleaning before and after the facilities are used is usually adequate but it may be necessary to arrange for deep cleaning or spring cleaning for areas such as behind cookers, inside cupboards and ventilation hoods, and the higher parts of walls.

(iii) **Hirers**

The use of the kitchen facilities for food preparation is restricted to hirers who the Booking Secretary is satisfied understand the necessary steps to ensure food safety, e.g.

- regular hand washing, with drying using a disposable towel.
- keeping certain foods such as fish, meat and dairy products at appropriate temperatures, i.e. hot foods must generally be kept at 63oC or above; cold food at 8oC or below.
- wearing suitable, clean clothing with hair tied back and/or a suitable head covering.
- watches or jewellery (except a wedding band) should not be worn.

The Booking Secretary should also draw the hirer's attention to the ***Food Handlers Precautions*** notice displayed above the kitchen sinks.

If the hirer intends to operate on a regular basis at the premises, evidence of their registration as a **food business** will be required. Food businesses must make sure that any staff who handle food are supervised and instructed and/or trained in food hygiene in a way that is appropriate for the work they do. Where the necessary understanding cannot be demonstrated, the hirer must make arrangements for the supervision of food handlers by a person holding a food safety certificate.

All food businesses (even voluntary organisations) serving loose foods must be able to supply accurate information about menu items that contain any of the main allergens contained in the Food Information Regulations, e.g. celery; cereals containing gluten; crustaceans; eggs; fish; lupin; milk; molluscs; mustard; nuts; peanuts; sesame seeds; soya and sulphur dioxide. If self-service food is available, allergen content must be readily available.

The following signs are displayed in the kitchen:

- No smoking

- ACRE VHIS recommended sign: *'Food handlers please observe the following precautions'* (which includes temperatures that food should be stored, as per the Food Temperature Regulations).
- Fire precautions

Members of the Committee holding food safety certificates are considered to be competent persons on the Committee's behalf, and are listed in [Appendix 7 - Committee members' responsibilities](#).

(h) Informing hirers on safety matters

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All hirers are:

- provided with information through the Hiring Agreement, and the Booking Secretary introduction, of the Hall's Health and Safety arrangements (e.g. risk assessment, fire evacuation procedures, security of knives, first aid box, use of the Accident Book, First Responders/VETS, use of trolley to move chairs, protective gloves, etc);
- required to accept Conditions of Hire that place upon them specific obligations (e.g. attendance during the hire period, observation of safety notices, children not permitted in the kitchen, closing internal fire doors, switching on emergency exit light, etc.); and
- invited to obtain and read a full copy of this Policy, in paper form or online.

(See also food safety above - *Food Handlers Precautions* notice.)

The Booking Secretary at the time of booking should take account of the intended use of the premises, draw the hirer's attention to any evident hazards that may apply to the particular booking, and the steps the Management Committee has already taken, if any, to minimise the risk of harm occurring from such hazards. A copy of the latest Risk Assessment can be given to the hirer before using the premises, if this is felt necessary or helpful in any assessment the hirer themselves wishes to undertake.

(i) Paid help

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The Management Committee has no intention to have employees, with the implications for payment of tax, National Insurance, pensions, etc. Any paid help (e.g. for regular cleaning) is only for genuine contractors/self-employed persons, so there is responsibility on us for tax or NI liability. To avoid any suggestion that the person is an employee:

- payments are made subject to receipt of an invoice for work done;
- no regular work schedule or 'job description' is given;
- the only equipment provided is equipment the Hall already holds for the use of hirers (or members of the Committee).

The Committee's general insurance policy nonetheless includes Employer's Liability insurance, in the event that employment status is ever challenged should a claim occur.

We should check with contractors before they start work that:

- the contract is clear and understood by both the contractors and the Committee
- the contractors are competent to carry out the work e.g. have appropriate qualifications, experience and references, if appropriate
- 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 intend to work alone on ladders at height
- contractors have their own Health and Safety policy for any employees
- the contractor knows which member of the Committee 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.

(j) Insurance

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The Management Committee has a duty under charity law to insure the Hall's assets, and any potential liabilities from third party claims.

For the purposes of **Employer's Liability** cover, committee members (trustees) and volunteers fall with the insurer's definition of 'employee'. Subject to exemptions, this indemnifies the committee as a whole against claims by such individuals against, for example, injury or legal costs in defending any prosecution under health and safety legislation.

The policy includes **Trustee Indemnity** cover of £500,000, indemnifying committee members against claims arising from error or omission in carrying out Village Hall activities. This was first introduced in 2008 after the hall's extensive building programmes and the realisation that committee members could be personally liable for their actions.*

In terms of **Public Liability**, the Committee's own cover is extended to indemnify non-commercial hirers of the Hall where it is for the benefit of the community, either social or financial, for up to £2m (compared to £10m for the Committee itself), provided the hirer does not have their own insurance.

The policy imposes two Health & Safety-related obligations: a requirement to declare at renewal any incidents recorded in the Accident Book ([see above](#)); and a requirement to ensure the oil tank installation is regularly inspected for leaks.

For more on our insurance arrangements, see [9\(c\) Policies – Financial – Insurance](#).

** It should also be noted that the 2011 Charity Act allows charity trustees to apply to the Charity Commission, as well as the courts, for relief from personal liability for a breach of trust where the trustee has acted honestly and reasonably. The Commission and the courts will still take deliberate breaches of trust by trustees very seriously.*

5. Review of this policy

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This policy will be reviewed by the Management Committee at least annually, including a check on our current state of legal compliance, at the first meeting after the AGM.

In any event, Committee members with delegated responsibility for aspects of health and safety (see [Appendix 4](#)) will report to the committee on any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users.

In reviewing policy, Committee members should note that the following organisations, among others, provide information and advice on health and safety:

- ❖ The Health and Safety Executive (www.hse.gov.uk)
- ❖ Fire Authority - Staffordshire Fire and Rescue (<https://www.staffordshirefire.gov.uk>)
- ❖ Environmental Health Department (www.staffordshire.gov.uk/environment/Environmental-Health)
- ❖ ACRE - Charitable local development agency (www.acre.org.uk)
- ❖ Support Staffordshire (we are members) - Voluntary Community and Social Enterprise Sector (www.supportstaffordshire.org.uk).

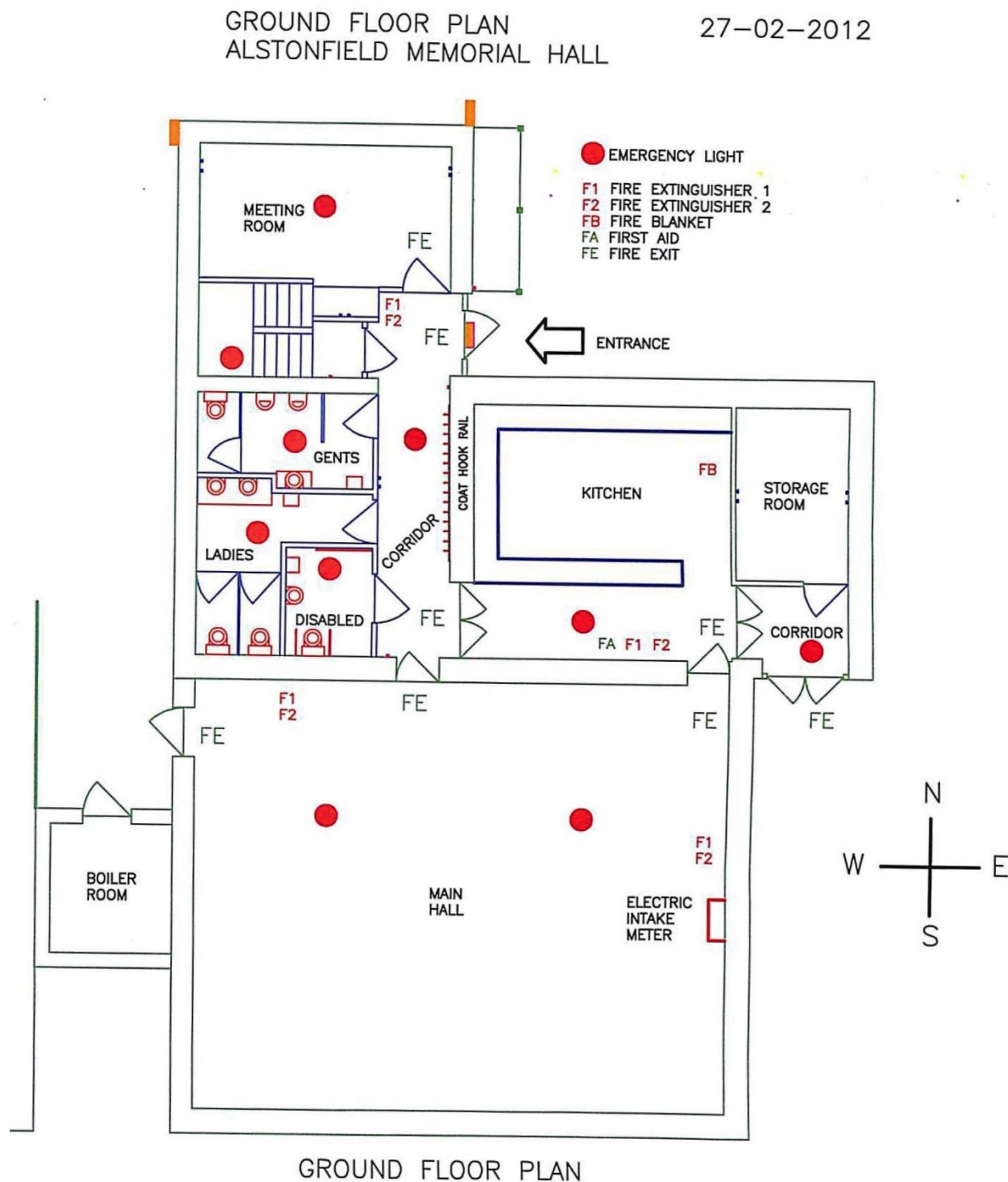
Appendix 1 - Relevant legislation and its scope

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(N.B. The over-arching Health and Safety at Work Act applies to all premises to which the public and volunteers have access, not just where there are 'employees'.) **SEE ACRE INFORMATION SHEET 15**

Health and Safety at Work Act 1974	Provide safe premises for all users, volunteers and contractors. It encompasses every aspect of the premises and equipment, including paths, surfaces, chairs, escape routes etc. H&S poster required if there are employees.
Health & Safety (Safety Signs and Signals) regulations 1996	???
The Licensing Act 2003	Required for premises to permit a range of licensable activities
Management of Health and Safety at Work Regulations 1999	Aimed at employers in particular. Written risk assessments required if more than 5 employees.
Workplace (Health, Safety and Welfare) regulations 1992	Look after welfare (heating, sanitation etc). Provide First Aid box.
Provision and use of Equipment Regulations 1988	Where equipment is used: risk assessment, follow-up, training and maintenance
Manual Handling Operations Regulations 1992	Risk assessment of operations involving moving furniture/ equipment and follow-up.
Personal Protective Equipment at Work Regulations 1992	Provide adequate protective equipment (e.g. gloves, safety glasses, helmets)
The Control of Substances Hazardous to Health Regulations (CoSHH)	Risk assessment for substances used, based on manufacturer Product Data Sheets if necessary
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995	Provide an Accident Book or forms. Report all serious incidents.
Electricity at Work Regulations 1989	Electrical systems and equipment must be installed and maintained in a safe condition. professionally checked on a regular basis (at least every five years). Regular checking and testing of portable electrical appliances is recommended but is not an express legal requirement.
Regulation Reform (Fire Safety) Order 2005	Risk assessment of fire hazards and follow-up. Obtain advice from Fire Authority re provision and maintenance of fire precautions, fire-fighting equipment, detection, fire exits, training.
The Licensing Act 2003	Aimed at prevention of crime and disorder; public safety prevention of public nuisance; and protection of children from harm. Licence primarily required for supply of alcohol (and showing of films). Fire, general H&S, electrical and hygiene conditions (among other things) will apply to the licence.
The Occupiers Liability Act 1984	Ensure any dangers on the premises (including outside, e.g. car parks) are dealt with.
The Control of Asbestos 2012	Locate any asbestos, record it, check its condition, maintain a plan and manage the risk.
The Food Safety & Hygiene (England) Regulations 2006/2013 Regulation (EC) No 852/2004	All food provided on the premises must be safe; specifies basic food hygiene standards used for food preparation. (If food is "regularly" prepared on the premises) All food handlers to be supervised and instructed and/or trained in food hygiene matters commensurate with their work. (<i>see ACRE Information Sheet 20</i>)
The Children's Act 1989	To safeguard children's welfare. <i>See ACRE Info Sheet 5</i>
The Water Supply (Water Fittings) Regulations 1999	All water fittings and equipment must comply with these regulations (unless installed before these regulations).

Appendix 2 - Plan of the ground floor of the hall (showing the location of electricity cables, fire exits, fire extinguishers, fuse box, boiler room and stairs to first floor) [Back to H&S index](#)



Appendix 3 – COSHH risk assessment

[Being updated October 2022]

Appendix 4 – Concerts risk assessment

Alstonefield Village Hall

Committee-run concerts risk assessment

Template source – Musicians Union, based on HSE example

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
General awareness of risks and harm that can be caused	Committee volunteers, concert helpers, sound & lighting engineers, and visiting performers	This risk assessment	Share the risk assessment and actions with all stakeholders in 2 nd column, i.e. issue to committee/helpers with updates as they occur, provide to engineers etc. and leave a copy in the 'green room' (Meeting Room) alongside Welcome Information sheet given to performers. Produce H&S checklist to be used on the day of event.	MS/DL (or anyone else delegated to run the event, which would be rare).	Ongoing for committee and helpers; on day of event and/or just before for performers, etc Immediately	
Manual handling	As above	Only able-bodied people are involved in setting-up stage, chairs and tables (several people can be called on to help if needed) A trolley for chairs is available, with signs stating that a maximum stack number of 7 (less than the manufacturers recommended 10) Gloves are recommended and generally used by those moving stage blocks, to improve grip and risk of dropping, and also to avoid minor cuts from any sharp edges Front-of-house speakers (on tripods) should be put in place by two people	Maintain a list of helpers who can be called upon to help if needed. Check signs are clear, sensibly positioned and sufficient. Ensure trolley has sufficient rubberised or similar material on top edge to reduce risk of chairs slipping Store blocks in downstairs Storage Room if possible. Provide supply of gloves and leave next to stage blocks	TBC TBC n/a TBC MS	Immediately Immediately TBC Immediately Immediately	
Working at height	As above	If any adjustment to overhead spot lights is needed, one person supports the step-ladders while in use.	Include all above in H&S checklist Include in H&S 'on the day' checklist (CONSIDER REPLACING LADDERS)	MS	Immediately	
Safety of stage	As above	The stage itself presents minimal risk but a robust metre-long step is added at each side to minimise any risk of tripping or falling. The fillers at the back of the stage are secured by batons underneath the tops.	Replace any missing rubber pads on step corners. The batons could be made a little deeper to eliminate any risk of them not being located properly during set-up.	MS MS	Done Done	
Safety of electrical equipment	As above; members of the public	Fixed electrical installations such as power sockets are subject to minimum 5 year certification under our H&S policy.	The same is expected of equipment brought into the premises by engineers, which will be verified prior to the first use, and subject to a regular reminder, at least once every 2 years.	MS or DL, depending on who arranges the contract,	Immediately	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Sound and lighting equipment (and other equipment such as kitchen items that may be used on concert nights) owned by the Village Hall is looked after in use (e.g. properly put away and stored), visually checked as used, and PAT tested on a regular basis.	Performers will be reminded at contracting stage that we expect equipment used such as electrical instruments, mixers or amplifiers to be properly maintained, checked and PAT tested if appropriate. Investigate whether there is merit in Residual Current Devices (RCDs) being used for amplified equipment.	whether verbal or written. MS/DL		
Use of electrical equipment including cables	As above; members of the public	Cables on stage are laid with due care by the sound engineers (only) to minimise trip hazards. Cables at the front of the stage (connecting monitors, microphones stands, etc) are kept within the stage area as far as possible, to minimise any trip hazard to the audience or others. Adequate space is also left between the front of the stage and the front row of chairs.	Consider investing in 'skirt' for front of stage to reduce further the risk of trips from stray cables. Include in H&S checklist	Committee to decide if this is a warranted expense MS	Immediately Next meeting Immediately	
Fire alert and actions	As above; members of the public	Manual rotary fire bell by main (north) entrance and sign in kitchen to alert people to the emergency procedures, e.g. use bell, use fire extinguishers, call fire brigade, land line, etc. Emergency exit signs above both main hall exit doors	Suggestion an electric rather than manual might be preferable (to be discussed with Fire Officer) Suggestion the exits could be part of a H&S announcement at the start of all concerts (to be discussed with Fire Officer)	MS/JG (tbc) MS	ASAP ASAP	
Exit routes and access to extinguishers	As above; members of the public	The lit signs above the two main exit doors are switched on, with spare bulbs available in the Meeting Room in the event of bulb failure. The stage is positioned to maintain a sufficient width of 'exit corridor' is maintained to the main Fire Exit door (and nearby extinguishers), with only necessary instrument bags etc permitted by the side wall. A minimum of two aisles is maintained in the concert seating area, with no more than [8] chairs either side of an aisle. Maximum seated capacity of [95] for members of the public ensures	Include in H&S 'on the day' checklist Include in H&S 'on the day' checklist and inform performers/sound engineers either verbally or in Welcome information	MS MS/DL	Immediately Immediately	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>sufficient space between rows for moving to exits. A wider space (1 metre minimum) is maintained at the back of the room, with no chairs where they might prevent access to the rear extinguishers.</p> <p>The exterior fire exit doors (and the door from the kitchen to the porch) are clearly marked and unlocked. All doors open outwards, i.e. in the line of exit</p>	<p>Include in H&S 'on the day' checklist</p> <p>Improve exit signage in the kitchen to both exit routes</p>	<p>MS</p> <p>MS</p>	<p>Immediately</p> <p>ASAP</p>	
Car park safety and access by emergency services	As above; members of the public	<p>Exterior floodlights near north entrance and car park (PIR/timed) assist drivers and pedestrians.</p> <p>Cones set out for c.10 metres each side of car park entrance to ensure road isn't blocked for emergency services</p>	<p>Test immediately before every large event (include on H&S checklist)</p> <p>Include on H&S checklist for large events</p>	Booking Sec or committee organiser for own events	Immediately	
Display boards and banners could fall	As above; members of the public	<p>Banner at side of stage should be adequately secured to minimise risk of tipping forward</p> <p>Main (blue) display board is 'angled-in' to prevent risk of top half falling</p>	A secure fixing such as ceiling/wall hook could make this more secure	Concert team & helpers on the night	Immediately	

This risk assessment must be reviewed annually or at any time if might no longer be valid, e.g. following an accident or if there are any significant changes such as new equipment or activities.

Appendix 5 – Asbestos Management Plan

Alstonefield Village Hall Asbestos Management Plan

Premises: Alstonefield Memorial Hall & Community Centre, Beresford Lane, Alstonefield DE6 2FR


Date plan produced: 28 September 2022

Date of first review: xx October 2022 (general meeting)

Date of first annual review: General meeting in Q2 2023 (and annually thereafter)

Issued to: Committee members

Copied to: Pauline Hambleton (contract cleaner)

Signed as correct:  (Chair)

Contents

- Background
- Summary of location, type and condition of asbestos
- Action
- Inspection
- Emergency procedures

Background

Asbestos is a microscopic mineral fibre that is so small that it can't be seen with the naked eye. Once disturbed, fibres can remain in the air for hours. If fibres are inhaled, even in small quantities, they can cause serious health hazards which might not become apparent for years. For this reason, asbestos should only be disturbed or maintained by specialist personnel, who must be licensed contractors, working under strictly controlled conditions.

Those responsible for non-domestic premises (in this case the village hall management committee) are required to manage them in respect of any asbestos they may contain. This requires knowing what *asbestos containing materials* (ACMs) may be present, their location and condition.

The committee engaged the services of CSS Asbestos Services (css-surveys.com) in September 2022 to undertake a full Management Survey Report, which has been used as the basis for this asbestos management plan. This was the first occasion the premises have been subject to a specific asbestos inspection. The full (35 page) Report is located in the committee's files or available as an electronic record on request from the Chair/Secretary.

The aim of the plan is to help manage the ongoing condition of, and access to, the ACMs found, including (a) regular checks and (b) control of any building or repair works to ensure any disturbance is undertaken by specialists under controlled circumstances.

Summary of location, type and condition of asbestos

(See survey report for full details.)

The survey report confirms there are no High-Risk ACMs in the premises.

The survey found ACMs categorised as Very Low Risk in the following two areas:

1. Front porch (GF8 in the report):
 - Red floor tiles ('reinforced composite'); and bitumen tile adhesive ('well bound material')
2. Boiler room internal area containing oil tank (GF11 in the report):
 - Cement panel door panel & door surround ('asbestos cement')
 - Cement panel ceilings ('asbestos cement')

In both instances, the recommended action is to monitor and re-inspect.

The report also listed all accessible areas of the premises in which no asbestos was found. The loft space above the main hall was not accessible so the report recommends inspection prior to disturbance or works taking place in that area.

Action

Committee members will be informed of the contents of this plan on joining the committee and through the annual control (below).

The committee has agreed (at its meeting on x October 2022) that no immediate or urgent action is necessary. It is sufficient to leave the asbestos in place and manage it to prevent it being disturbed. However, if the condition of the ACMs deteriorates or gets damaged, professional inspection and action must be taken.

If building or similar work is undertaken on the identified areas in future, the tradesperson must be informed before the work commences and the opportunity should be taken to professionally remove the material. Any contractors who may access the affected areas should be given a copy of this plan (and may be given a copy of the full survey report if required). Contractors will need to be licensed and demonstrate their competence before being allowed to start. A full risk assessment and method statement will need to be produced, including disposal arrangements for the waste. Any asbestos waste disposed of must be properly documented and copies of consignment notes obtained, and retained indefinitely.

Control: Standing item for Q2 general meeting agenda, as a reminder to committee members.

Inspection

Yearly inspection by a minimum of two committee members is required. If it is found to be damaged or becoming friable, the area will be evacuated until the risks are reassessed and controlled. If in any doubt on the condition of the material, professional advice must be obtained. A copy of the table below may be used to record the inspection, for reporting to the committee.

Asbestos annual inspection				
Date	Location of ACM	Condition	Inspected by	Action, if any

Control: Standing item for Q2 general meeting agenda, to check inspection has been done.

Emergency procedure in the event of damage

If damage occurs to any ACM, committee members must ensure:

- activity or work is stopped immediately
- people are kept away from the area, with warning signs
- a licensed contractor is engaged, to remove or repair the damage

If dust or debris gets onto clothing, it should be wiped-down with damp rags and/or removed and place in a sealed bag. It should be bagged again and disposed of as contaminated asbestos waste, via a licensed carrier. The Accident Report form should be used to ensure an incident is on record and communicated to all committee members.

Appendix 6 - Emergency and related contacts

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N.B. There is a landline for emergency use in the Meeting Room near the back (north) door.

Accident/illness

Nearest Accident and Emergency/ Casualty dept	Royal Derby Hospital Uttoxeter Road, Derby DE1 2NE
Nearest doctor's surgery	Hartington Surgery, Dig Street, Hartington, Buxton. 01298 84315

Fire & Rescue

Local Fire & Rescue Service	Ashbourne Fire Station Tel. 01773 305305 (999 for emergencies) For guidance, see website: www.derby-fire.gov.uk
Local fire officer	Kelvin Chell at Ashbourne?
Company hired to maintain and service fire safety equipment	Fire Control UK Unit 4A, Belfield Street, Ilkeston, Derby DE7 8DU Tel. 0115 930 7129

Insurance claims/emergency advice

Agent	Allied Westminster Insurance Services Ltd, Allied House, Holgate Lane, Boston Spa, LS23 6BN Telephone no 01937 845245 9am-5pm Master Policy reference 241 66 446 CHC Specific policy reference VH 88/0047440/BSxxxx
Insurer	Aviva Insurance Limited - contact Allied Westminster in the first instances, as they act as our agent for claims, unless these exceed £5,000.

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Appendix 7 - Committee members' H&S responsibilities

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Risk assessments

Annual risk assessments are undertaken by a sub-committee, the members of which should change from time to time, to potentially broaden health and safety considerations. For the purposes of the Fire Safety Order, the sub-committee is the 'competent person' responsible for undertaking the assessment. See Appendix 5 for the latest risk assessment.

The person(s) having overall responsibility for the implementation of this Policy are:

Name		Position	Tel number	Address
Martin Snodin		Chair	01335 310121	Dales Cottage, The Rakes, Alstonefield DE6 2FS
Email:	martinsnodin@gmail.com		Signature:	

The following roles/persons have prime responsibility for specific items:

First Aid box (checked 3 monthly)	Jo Griffin
Receiving reports of and reporting accidents	Jo Griffin
Arranging for testing of emergency lighting, fire exits, fire-fighting appliances, electrical installation, portable appliances	Martin Snodin
Completing RIDDOR forms and reporting accidents	Jo Griffin
Training in use of fire equipment, and risks of hazardous substances	Jo Griffin
Heading the Risk Assessment sub-committee and ensuring documentation is completed	Jo Griffin
Provision of information to contractors	Martin Snodin
Provision of information to hirers	Jo Griffin
Insurance	Martin Snodin

Food safety

The person(s) trained in and holding food safety certificates, and deemed competent to carry out food labelling and preparation or oversee food preparation by hirers, are:

- Debs Railton
- Jo Griffin
- Margaret Cohen [non-Committee volunteer after 2020 AGM]

The above information is correct as at October 2022.

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Appendix 8 – List of external keyholders

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NEEDS UPDATING BY JO October 2022

Name	Position/ reason for having a key
Martin Snodin	Chairman, regular access needed
Jo Griffin	Booking Secretary, regular access needed
Pauline Hambleton	Regular access for cleaning
Mark Daniels	Post Office (contractual)
Cathy Reavy	Regular hirer (Threads workshops)
Dave Littlehales	Vice-Chair/Social Secretary
Gilbert Chambers	Regular hirer (Bowls) – finds keysafe difficult

NOTE: Although the key (which opens both doors) is a security key that cannot be easily copied, we should aim to have no more than 10 in circulation (including one in the Key Safe).