

LEVENS VILLAGE HALL (Charity No. 1192940)

Health and Safety Policy

GENERAL STATEMENT

Levens Village Hall seeks to comply with all relevant Health and Safety legislation and to act positively and proactively where it can reasonably do so to prevent injury, ill health or any danger of harm arising from its activities and operations. The associated duties of the Charity are discharged through the Levens Village Hall Trustees (named hereafter as 'the Trustees').

The Trustees' Health & Safety policy is:

1. As far as is reasonably practicable, to eliminate accidents and minimise the likelihood of ill-health or harm being caused by operating conditions in and around Levens Village Hall.
2. As far as is reasonably practicable, to ensure that Levens Village Hall is maintained in a safe condition, that means of entry and exit are without risk and that operating procedures are formulated with the welfare of all interested parties in mind.
3. To regularly assess the risks inherent in using the Hall facilities for different activities and take all reasonable steps to eliminate or otherwise minimise these risks.
4. To inform users, contractors, volunteers and staff of their obligations with regard to health and safety. Provide such training as is necessary to users, contractors, volunteers and staff and, as far as is reasonably practicable, ensure that they comply with these obligations.
5. To review the operation of the Policy on a regular basis and take any actions necessary to improve its scope and effectiveness.

AIMS

The Trustees aim to maintain Levens Village Hall as a safe and healthy environment, to provide flexible meeting space for the local community and to enable all age groups of the local community to enjoy a wide variety of social, sporting and other communal activities.

Levens Village Hall Trustees consider the promotion of the health and safety of those who use its premises, including contractors who may work there, as their highest priority. The Trustees recognises that the effective prevention of accidents, incidents and harm depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work.

The Trustees will encourage hirers, users and other visitors to engage in the establishment and observance of safe working and other 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 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.

RESPONSIBILITIES

The Trustees have overall responsibility for health and safety at Levens Village Hall and take day to day responsibility for the implementation of this policy to:

- Audit Hall safety, covering all aspects of fire prevention and safety for Hall operations and other activities.
- Examine overall health and safety issues as they affect the Hall and ensure the development and introduction of improved assessment methods.
- Allocate sufficient resources to provide and maintain conditions and places of work and leisure activity that are, so far as reasonably practicable, safe and healthy.
- Take all reasonably practicable steps to ensure that premises in which community activity is carried out are operated and maintained so as to ensure a safe and healthy system of working.
- Provide, where necessary, approved protective equipment and clothing and ensure that its proper use is understood.
- Take all reasonable steps to inform employees, sub-contractors and Hall users about materials, equipment or processes used in their work and leisure activities, which are known to be potentially hazardous to health or safety.
- Keep all operations and methods of work under review so that they can, if necessary, be revised in the light of experience and up to date knowledge.
- Ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.
- Provide appropriate facilities for first aid.
- Ensure that any accident is fully investigated and, where the fault lies with working methods, machinery, materials or processes, that such fault is corrected and recommendations are made to prevent recurrence.
- Collect, analyse and promulgate data on accident, sickness and incidents involving personal injury or injury to health to learn from the experience and improve operating procedures.
- Seek to ensure that relevant and up-to-date information and advice on all aspects of health and safety legislation and good practice is obtained and made available to interested parties.
- Promote consultation in health and safety matters among all stakeholders to ensure effective participation by all Trustees, employees and users.

Hirers are responsible for:

- Reading the whole of the hiring agreement and signing the hiring form as evidence that they agree to the hiring conditions. The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers.
- Ensuring fire and safety equipment is not misused or removed from its designated location.

- Ensuring fire and other exits are not obstructed and that illuminated fire exit signs are on for all public entertainment.
- Ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

ORGANISATION OF HEALTH AND SAFETY

While the Trustees retain overall responsibility and accountability for health and safety at Levens Village Hall the Trustees have delegated responsibility for maintaining this policy and for overseeing the implementation of its requirements to a nominated H&S Trustee:

Name: Mr Adam Hearnden
 Telephone No: 07525 034232
 Address: 26 The Green, Levens, Cumbria, LA8 8NH.

The Trustees will ensure that suitable and sufficient risk assessments for Levens Village Hall are carried out by a competent person. Such risk assessments shall be reviewed as specified within each risk assessment or following an accident/incident related to the scope of the risk assessment. As a minimum each risk assessment should be reviewed every three years.

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 Trustees 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 persons 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 it should be placed in the kitchen storeroom.

SPECIFIC ARRANGEMENTS AND PROCEDURES

Insurance

Levens Village Hall holds Employers Liability and Public Liability Insurance.

Details of the hall's Employer's Liability and Public Liability insurance cover:

Name and address of insurer: Covea Insurance plc
 Insurance Broker: Norris & Fisher Insurance Brokers Ltd (Tel: 023 8026 9009)
 Policy No.: CARV15010952
 Date of Renewal: 3 March 2025

The Booking Secretary is responsible for advising hirers and users of any relevant exclusions and/or special conditions contained in the insurance policies.

Hirers of Levens Village Hall shall be responsible for making arrangements to insure against any third party claims that may lie against them (or the organisation if acting as a representative) whilst using the premises.

Licences

Levens Village Hall has licences with the Performing Right Society (PRS) for the performance of copyright music and from Phonographic Performance Licence (PPL). Levens Village Hall is licensed for music, singing and dancing by Westmorland and Furness Council.

Levens Village Hall is not licensed for the sale of alcohol, but this may be considered by the Trustees and with application for a Temporary Event Notice from Westmorland and Furness Council by the hirer.

Food Hygiene

Hirers of the Hall should ensure they comply with relevant Food Hygiene legislation in relation to their activities.

For advice regarding food hygiene in village halls the Food Standards Agency Document, Community and Charity Food Provision or Guidance on Food Safety and Kitchen Hygiene (HS10.2)

Checking of Equipment, Fittings and Services

The following checks shall be undertaken to ensure the continuing adequacy of fixtures and equipment provided in support of this policy:

- Weekly: Door mats and stops, clocks, toilets, water heaters, fridges, outside lights, all lights, torch, water boilers.
- Monthly: First Aid Box, ladders and steps, locks and sockets.
- Half Yearly: Window cleaning, outside gutters,
- Yearly: Fire extinguishers, electrical certificate

Procedure in case of accidents

All accidents must be recorded in the accident book and reported to the Booking Secretary. The accident book and details of all accidents shall be reviewed by the Trustees at every Trustees' meeting.

- The location of the nearest hospital Accident and Emergency/Casualty dept is:
Royal Lancaster Infirmary, Ashton Road, Lancaster, Lancashire – 01524 65944
- The location and telephone no. for the nearest doctor's surgery is:
Stoneleigh Surgery, Police Square, Milnthorpe, Cumbria LA7 7PW – 015395 63307

One First Aid Box is located on the upstairs kitchen shelf: and one in the downstairs kitchen. These to be checked monthly and recorded as done in the central logbook.

A **defibrillator** is located on the outside wall of the hall, adjacent to the entrance.

The accident book/forms are kept with this file. This must be completed whenever an accident occurs. Any accident must be reported to the Bookings Secretary. The accident book to be reviewed at Trustee meetings.

The Bookings Secretary is responsible for completing RIDDOR forms and reporting accidents.

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

- 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.

Relevant examples of reportable dangerous occurrences include:

- 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
- explosion or fire

Arrangements for Contractors

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

- The contract is clear and understood by both the contractors and the Trustees.
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience).
- Contractors shall 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 shall prepare suitable and sufficient risk assessment(s) for their contracted scope of work. Furthermore, contractors shall prepare necessary method statements to ensure the requirements of the risk assessment are complied with. Risk assessments and method statements shall be provided to the Trustees for review.
- Contractors shall not work alone on ladders at height (if necessary a Trustee should be present).
- Contractors shall have their own health and safety policy for their staff.
- The contractor should know which Trustee is responsible for overseeing that their work is as specified in the contract and is to a satisfactory standard.

- Any alterations or additions to the electrical installations or equipment must conform to the current Institute of Electrical Engineers regulations.

Fire Precautions and Checks

The Trustees shall ensure that a Fire Safety Risk Assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005. All recommendations from this risk assessment will be implemented as soon as practicable.

Person with responsibility for testing equipment and keeping log book: Appointed H&S Trustee.

Fire Safety equipment is regularly checked by a competent company as agreed by Trustees.

- Local Fire Brigade contact: Watch Manager, Kendal Fire Station
01539 797666
- Company hired to maintain and service fire safety equipment:
Castle Fire & Security, Ghyll Mill, Beehive Lane, New Hutton, Kendal 01539 722500

Location of service record: Notice board in Main Room

List of Equipment	Test interval / Completed by	
Residual Current Device	Monthly	H&S Trustee
Emergency Lighting	Monthly Annually	H&S Trustee H&S Trustee
Fire Exits – main hall	Weekly	Booking Secretary
Fire fighting appliances	Annually	Castle Fire
PAT Testing	Annually	Cooper Electrical
Fixed Installation Testing (FIT)	Five Yearly	Cooper Electrical

All testing to be recorded in central logbook at the hall

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 Bookings Secretary about safety procedures at the hall which they will be expected to follow (e.g., fire evacuation procedures, use of equipment) and will be shown the location of the accident book and health and safety file.

Employees, hirers and 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 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.

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) • **Do not** stack more than eight 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 (e.g., for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). 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 Chair.
- **Record** every accident in the accident book and report it to the Bookings Secretary.

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.

Review of Health and Safety Policy

The Trustees shall review this policy annually:-

Trustees will report to the Trust Board any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Policy next review: October 2026