



# PEASLAKE VILLAGE HALL

The War and Spottiswoode Memorial Hall  
Registered Charity 200618

## HEALTH AND SAFETY POLICY

### 1. POLICY STATEMENT

1.1 The Health, Safety and Welfare of all those managing, using and visiting Peaslake Village Hall is paramount at all times. This includes Committee members, volunteers, contractors, hirers and users; in this document they are collectively referred to as "Hall users"

1.2 Peaslake Village Hall Committee (the Committee) recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

1.3 The policy of the Committee is to take reasonably practicable measures in relation to the management of Peaslake Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- a) Provide healthy and safe working conditions, equipment and systems for Hall users;
- b) Keep the Village Hall and equipment in a safe condition for Hall users;
- c) Provide all necessary support and information to Hall users.

1.4 The Committee will work in the furtherance of these aims by:

- a) Identifying and assessing risks;
- b) Recording assessments and regularly reviewing them;
- c) Eliminating or controlling risks;
- d) Monitoring compliance and work conditions;
- e) Establishing a clear, sensible and practical safety organisation and arrangements.
- f) Encouraging Hall users to engage in the establishment and observance of safe working practices

### 2. DUTIES AND RESPONSIBILITIES OF ALL HALL USERS

2.1 All Hall users are expected to recognise and accept they have a duty:

- a) To follow health and safety instructions and to report hazards;
- b) To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- c) To co-operate with and assist the Committee in its performance of any duty

required of it.

2.2 All Hall users have a responsibility to ensure that their actions do not compromise the health and safety of themselves or any other person on the premises. In particular, hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary. Hall users should also be mindful of their responsibility towards other persons who may attend the Hall at a later time.

2.3 To comply with all terms in the Conditions of Hire and all other Hall policies (available on the website, details at the end of this document) and to ensure that their organisation/party complies with those Conditions and policies, especially those relating to safety. **Hall users must in particular be familiar with, and comply with, the Hall's Fire Policy**, published on the Hall website (see contact details at foot of document).

2.4 Anyone who observes a practice or potential hazard that could compromise the health and safety of any person has the responsibility to act to remove such danger if possible and further to report such incidents in the Incident Book for the attention of the Committee.

2.5 Any person noticing potentially hazardous, broken or ineffective equipment, electrical leads, fittings, or Hall-owned electrical appliances that do not have a valid PAT test sticker, has the responsibility to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Committee - see 2.6. Where such a defect poses a potential hazard to health the item in question must be removed from use immediately and removed to a place of safety if safe to do so.

2.6 Accident Book: Any accident involving injury to a person, however slight, **must be recorded by a responsible Hall user in the Accident Book** (kept in an appropriately labelled cupboard in the kitchen) and **reported to the Committee** using the contact details at the end of this document within 24 hours of the event or otherwise as soon as practicable.

2.7 Incident Book: Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a **duty to record such incident in the Incident Book** (kept in an appropriately labelled cupboard in the kitchen) and **report it to the Committee** using the contact details at the end of this document within 24 hours or otherwise as soon as practicable.

### **3. CONTRACTORS' RESPONSIBILITIES**

3.1 To promote and use safe working practices in respect of themselves, their employees, and the general public, and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance.

3.2 To have regard to the safety of other Hall users when working on the premises and or in respect of anything left or stored on the premises or grounds.

3.3 To advise the Committee of any flammable or toxic substances that may be used in the course of work on the premises and having the appropriate equipment available to deal with spillages, combustion or other hazards.

#### **4. THE COMMITTEE'S RESPONSIBILITIES**

- 4.1 To ensure that all Hall users are aware of this Health and Safety Policy
- 4.2 So far as practicable, to require that this Health and Safety Policy is fully implemented by them, to co-operate with Hall users to this end and to monitor compliance with Health & Safety guidelines
- 4.3 Regularly to assess and review risks and record such risks, which includes keeping an 'Incident Book' referred to above
- 4.4 To take necessary action to rectify any unsafe or potentially unsafe situation, to correct faults or arrange repair of equipment to ensure health and safety and to make a note of such action
- 4.5 To make such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy.
- 4.6 To make all contractors aware of this Health & Safety Policy, any identified risks and their responsibilities.
- 4.7 Committee members with specific responsibilities for aspects of Health & Safety to report to the Committee as necessary
- 4.8 To review this policy annually, with risk assessments made when appropriate during the year. Amendments will be made known to Hall users and contractors and published on the website.

#### **5. GENERAL GUIDELINES**

##### Trips and slips

- 5.1 The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.
- 5.2 Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl up.
- 5.3 Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried. Spills should be cleared up quickly to prevent slipping.
- 5.4 Electrical leads must not be allowed to trail across floors in areas where they might be pulled, become caught up or present a trip hazard.

##### Heating and electrics

- 5.5 The premises should be adequately heated, such heating to be used in accordance

with manufacturers' instructions and to be adequately maintained and regularly serviced. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.

5.6 Electrical equipment and gas appliances will be professionally tested regularly, properly maintained and replaced when necessary

5.7 Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated. Concerns regarding any electrical installation, plugs, leads etc must be notified to the Committee as soon as practicable using the contact details at the end of this document

### Kitchen safety

5.8 When in use, the oven/cooker/hob should not be left unattended, even for a short time. Kettles should not be over-filled nor should the leads be left to trail over the edge of the work top.

5.9 Water for hand or dish washing should not be heated above 60 degrees Centigrade.

5.10 The roller shutter over the serving hatch between the kitchen and main hall is present to prevent the spread of smoke and fire and must remain closed at all times when not being actively used for serving and in particular when the kitchen is unsupervised. Users of the kitchen should familiarise themselves on the operation of the roller shutter. Should fire be discovered or suspected within the kitchen the roller shutter, if open, must be lowered immediately provided it is safe to do so.

5.11 Deep fat frying is not permitted in any circumstances

5.12 Children/persons under the age of 16 are not permitted in the kitchen or store/equipment room without adequate supervision by a responsible adult at all times.

5.13 All cleaning solutions etc. must be kept out of the reach of children.

### Maintenance/storage of equipment

5.14 All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.

5.15 Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.

5.16 Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.

5.17 Care should be exercised when replacing tables and chairs into the equipment room. Be mindful of the potential for injury to hands/fingers if due care is not exercised.

### First Aid etc

5.18 A well-stocked First Aid Box is available in the appropriately marked kitchen cupboard

5.19 Accident Report Forms are kept next to the first aid box. These are used to record all cuts, bumps, falls etc. as well as more serious accidents. The important details to be recorded are:

- the name and address of the casualty.
- the date, time and place that the incident/accident occurred.
- the cause of the accident i.e. what happened.
- a brief description of the injury (if any) sustained.
- the first aid (or other) treatment administered and by whom.
- whether or not medical aid had to be sought.
- the name of the person who dealt with the incident

### Misc

5.20 Due care should be exercised in the car park area and when exiting the building

5.21 Bouncy castles are only permitted within the hall, and not outside in its grounds, subject to full compliance with the appropriate section of the Conditions of Hire and provided that adequate insurance is in place.

5.22 All Hall users should ensure that they comply with relevant food hygiene legislation in relation to their activities <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

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#### **Contact details:**

**Peaslake Village Hall.**

**Walking Bottom, Peaslake, Surrey, GU5 9RR.**

Email: [info@peaslakevillagehall.com](mailto:info@peaslakevillagehall.com)

Website: [www.peaslakevillagehall.com](http://www.peaslakevillagehall.com)

## **ANNEX A - GOOD WORKING PRACTICES**

- It is your responsibility to protect yourself from injury when lifting, carrying, pulling, pushing or working at height. In order to do this the following guidelines should be observed:
- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight; ask for assistance if necessary.
- Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed
- Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
- Ask for help if necessary.
- Do not work at height, on steps or ladders until they are properly secured and another person is present.
- Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

### Hygiene

- In the interests of health good hygiene practices are essential. The following guidelines should be observed:
- Disposable paper hand towels must be provided.
- Plastic gloves should be used at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.

- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before food preparation

*For Information - without prejudice to the Hirer's responsibilities under this condition, the Hirer's attention is drawn to the leaflet on "Tips when catering for large functions" and the "Guide to Food Hygiene" copies of which can be found in the Hall User's Manual located in the kitchen in the Hall.*

