

Cheddon Fitzpaine Memorial Hall – Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Cheddon Fitzpaine Memorial Hall.

Our policy is to:

- a. Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers;
- b. Keep the village hall and equipment in a safe condition for all users;
- c. Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the Cheddon Fitzpaine Memorial Hall Board of Trustees to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Cheddon Fitzpaine Memorial Hall Board of Trustees considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The Board of Trustees recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, Trustees and users to engage in the establishment and observance of safe working practices.

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 Board of Trustees; all safety requirements set out in the Hiring Agreement and Terms & Conditions; and safety notices on the premises; and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: (On behalf of the Board of Trustees)

Name: Mike Batsch

Position: Chair

Date: 9th June, 2025

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Part 2: Organisation of Health and Safety

The Cheddon Fitzpaine Memorial Hall Board of Trustees has overall responsibility for health and safety at Cheddon Fitzpaine Memorial Hall.

The person(s) delegated by the Board of Trustees to have day to day responsibility for the implementation of this policy is:

Name: William Rigby (Hall Manager)

Telephone No: 07586 413290

Address: C/O 6 The Shoulders, Nerrols Farm, Taunton TA2 8QD

Email: manager@cfmh.co.uk

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 Board of 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 person above, or any Trustee, 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 store-room.

The following persons have responsibility for specific items:

First Aid Box:	William Rigby (Hall Manager)
Reporting of accidents:	William Rigby (Hall Manager)
Fire precautions and checks:	William Rigby (Hall Manager)
Training in use of hazardous substances and equipment:	William Rigby (Hall Manager)
Risk assessment and inspections:	William Rigby (Hall Manager) supported by all Trustees
Information to contractors:	William Rigby (Hall Manager)
Information to hirers:	William Rigby (Hall Manager)
Insurance:	Stuart Triggol (Hall Treasurer)

Plans of the hall are attached showing the location of fire exits, fire extinguishers, fuse box, stop-cock, boiler, stairs, and loft access

Part 3: Arrangements and Procedures

3.1 Licence

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	Is the hall licensed?	Times for which the activity is licensed
a. The performance of plays	Yes	Monday to Sunday from 9am to 1am the following morning
b. The exhibition of films	Yes	
c. Indoor sporting events	N/A – see note * below	
d. Boxing or wrestling entertainment	No	
e. The performance of live music	Yes	
f. The playing of recorded music	Yes	
g. The performance of dance	Yes	
h. Entertainments similar to those at a to g above	Yes	
i. Making music	Yes	
j. Dancing	Yes	
k. Entertainment similar to those at i and j above	Yes	
l. The provision of hot food/drink after 11pm	Yes	Monday to Sunday from 11pm to 1am on the following morning
m. Supply of alcohol	Yes	Monday to Thursday from 12noon until 1am the following morning. Friday to Sunday from 11am until 1am the following morning.

**No licence required according to Somerset Council's licensing guidelines as published on their website.*

3.2 Fire Precautions and Checks

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Fire Notice

Any person discovering a fire should:

- **Alert all others in the building**
- **Operate the fire alarm**
- **Call 999 (or 112) from a mobile**
 - **Location, when asked by Operator:**
 - **Address: Cheddon Fitzpaine Memorial Hall, Rowford, Cheddon Fitzpaine**
 - **Post code: TA2 8JY**
 - **What 3 words: youth.finest.wizard**
- **Go to the place of assembly**
- **Not take any unnecessary risks**
- **Do not return to the building for any reason until authorised to do so by the fire brigade**

Place of assembly is:

Far end of Car Park

First Aid Kit

A First Aid Kit is mounted in the Kitchen on the rear wall.

Person designated by the Board of Trustees for testing of the fire systems:

William Rigby (Manager)

Company hired to service fire-extinguisher equipment:

Name: Devon & Somerset Fire Protection Ltd

Address: 1 Tyne Park, Blackbrook, Taunton, TA1 2RP

Tel No: 01823 723432

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Company hired to service fire alarm and emergency lighting equipment:

Name: Coomber Security Systems Limited

Address: Deane Gate Lodge, Deane Gate Avenue, Taunton, TA1 2UH

Tel No: 01823 282 888

Company hired to service electrical systems:

Name: John Marchant Electrical Ltd

Address: Unit 3, King Alfred Business Centre, Petherton Road, North Newton, Bridgwater TA7 0BB

Tel No: 01278 663659

Portable Appliance Testing (PAT) on all equipment belonging to the hall is completed by the Hall Manager and recorded on the CFMH Electrical Equipment Register.

Location of service record: Hall Manager's store-room

List of equipment and its location.

Item	Test interval (e.g. Weekly, monthly, annual)	Location
Emergency Lighting	Monthly & annually	See plan
Fire Alarm System	Weekly & 6-monthly	See Plan
Fire Exits	Weekly	See plan
Fire fighting appliances	Weekly & annually	See plan
Electrical installation	5-yearly	Boiler room and storeroom
Electrical Equipment	As Required	Cupboards and rooms in hall
Defibrillator	Weekly	Foyer
Carbon Dioxide Alarm	Monthly	Boiler room
Disabled Toilet Alarm	Monthly	Disabled Toilet

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Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is: Musgrove Park Hospital, Taunton TA1 5DA

The First Aid Box is located in: Kitchen (rear wall)

The person responsible for keeping this up-to-date is: William Rigby (Hall Manager)

The accident forms are stored next to the First Aid Box. A form must be completed whenever an accident occurs.

Any accident must be reported to the person designated by the Board of Trustees, who is: William Rigby (Hall Manager).

The person responsible for completing RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) forms and reporting accidents is: William Rigby (Hall Manager)

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 or 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.

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Safety Rules

All hirers will be expected to read the whole of the Hiring Agreement and must sign it as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the Hall Manager about safety procedures at the hall which they will be expected to follow (e.g. fire-evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident forms.

It is the intention of Cheddon Fitzpaine Memorial Hall Board of Trustees to comply with all health-and-safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

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 Board of 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.

Risk Assessments have been put in place by the Board of Trustees. The following practices must be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked before the hall is used and throughout the hiring;**
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components, water penetration or other irregularities;
- **Do not** work on steps, ladders or otherwise at height until equipment is 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 (PAT).;
- **Do not** attempt to carry heavy or bulky items (e.g. stacked chairs) – use the trolleys provided;
- **Do not** stack chairs more than 10-high;
- **Do not** lift or carry more than one table at a time;
- **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 cookery lessons or, in the case of older children, for 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;
- **Do not** use the dish-washer in the kitchen unless you have been instructed in its use by the Hall Manager.

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Report any evidence of damage or faults to equipment or the building's facilities to: William Rigby (Manager)

Complete an accident form for all accidents and hand to: William Rigby (Manager)

Be aware of and seek to avoid causing the following risks:

- slipping hazards on stairs, polished or wet floors – mop spills immediately;
- tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors;
- poorly-lit areas;
- sole occupancy of the building
- careless handling kitchen equipment e.g. cooker, water-heater and knives
- the toppling-over hazards arising from equipment that has been piled too high e.g. in store cupboards.

Contractors

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

- the contract is clear and understood by both parties;
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience;
- contractors have adequate public-liability insurance cover;
- contractors have seen the health and safety file and are aware of any hazards which may be encountered (e.g. electricity cables or gas pipes);
- contractors do not work alone on ladders at height;
- contractors have their own health-and-safety policy for their staff;
- contractors know which Trustee or hall representative is responsible for overseeing that the scope of their work is as agreed and to a satisfactory standard;
- contractors ensure that any alterations or additions to the hall's electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

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Insurance

The company providing the hall's Employer's Liability and Public Liability insurance cover is:

Name of Insurer: Allied Westminster

Address: Allied House, Holgate Lane, Boston Spa, Wetherby, LS23 6BN

Policy No: BS71852/432103

Date of Renewal: May 10th

Risks not covered by the hall's insurance and special conditions that hirers and users should be aware of:

Public Liability insurance cover must exist for electrical equipment, bouncy castles, and other inflatable devices brought into the hall. Copies of any certificates are to be made available should the Trustees request to view them. Without adequate insurance cover such equipment must not be used. Hirers may be asked to remove such equipment from the premises.

Review of Health and Safety Policy

The Board of Trustees will carry out an annual review this Policy every November.

Members or representatives of the Board of Trustees with responsibility for aspects of health and safety will report to the Board regularly on any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Address and telephone number of organisations that can give advice on health and safety:

The Health and Safety Executive regional centre

Ty William Morgan,
6 Central Square,
Central Square,
Cardiff,
CF10 1EP

The Fire Authority

Devon and Somerset Fire and Rescue Service Headquarters
The Knowle
Clyst St George
Exeter
EX3 0NW

The Environmental Health Department

Somerset Environmental Health Department
Deane House
Council Buildings
Deane House
Taunton
TA1 1HE

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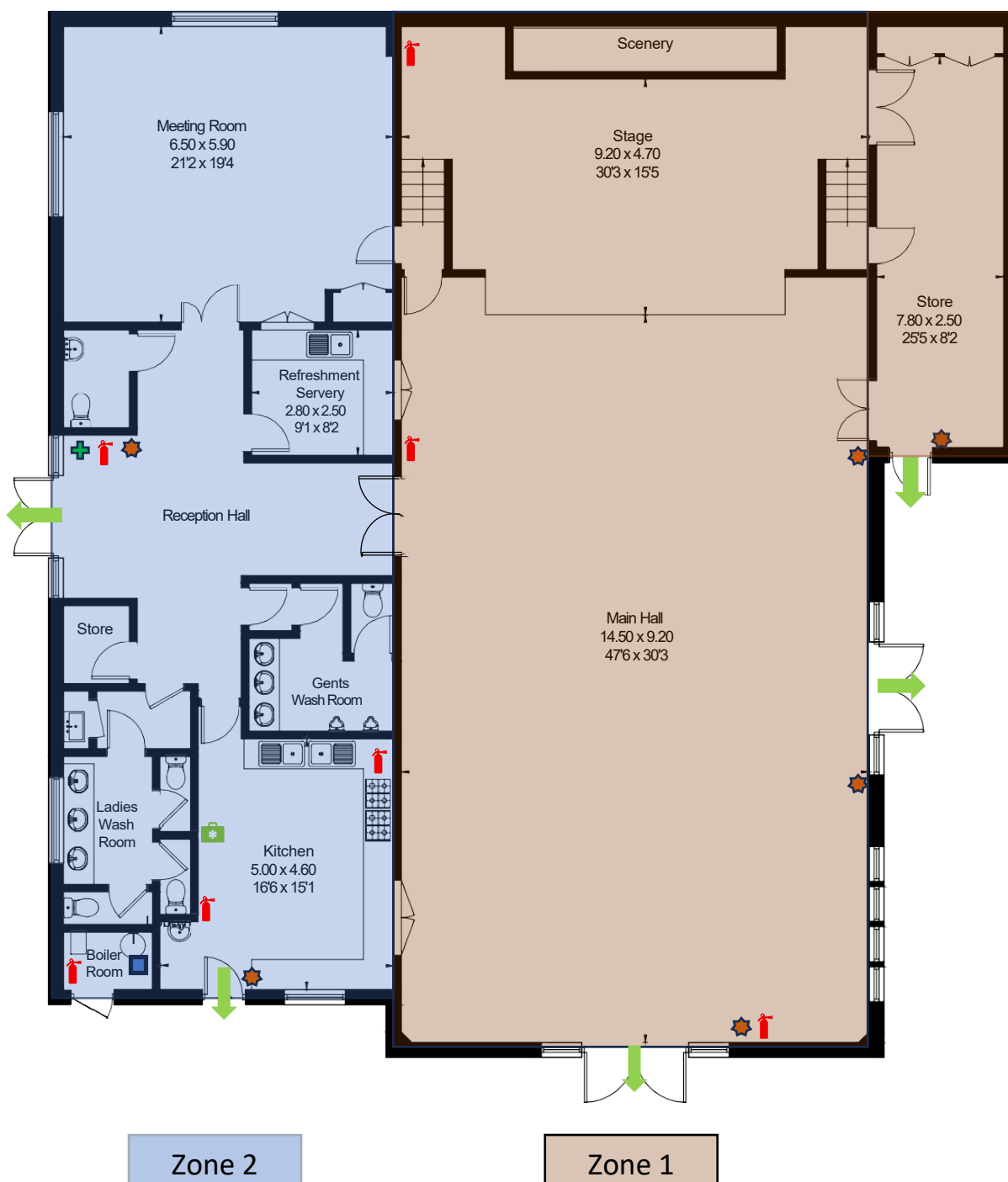


Figure1. Fire Plan

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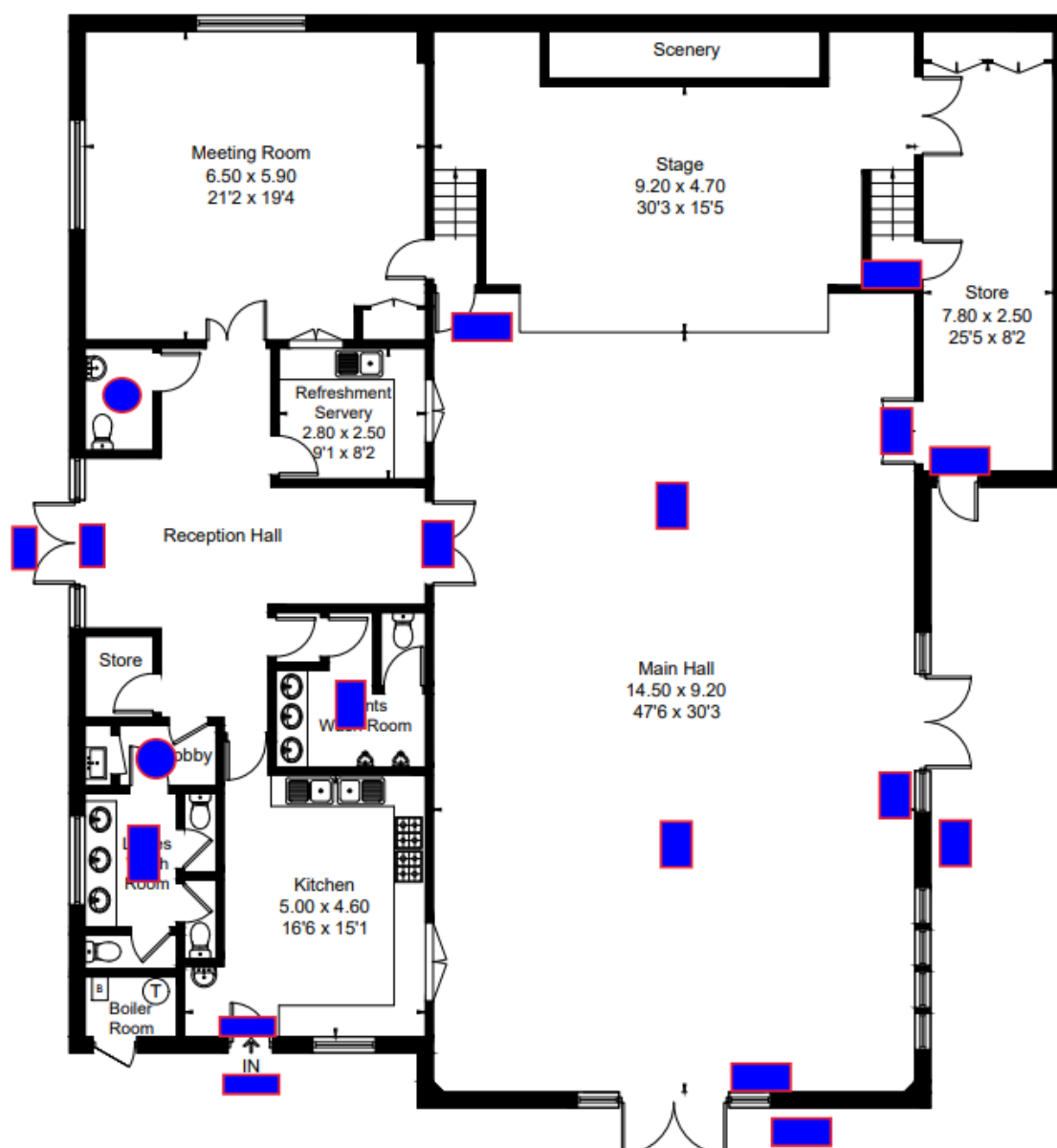


Figure 2. Location of Emergency Lights

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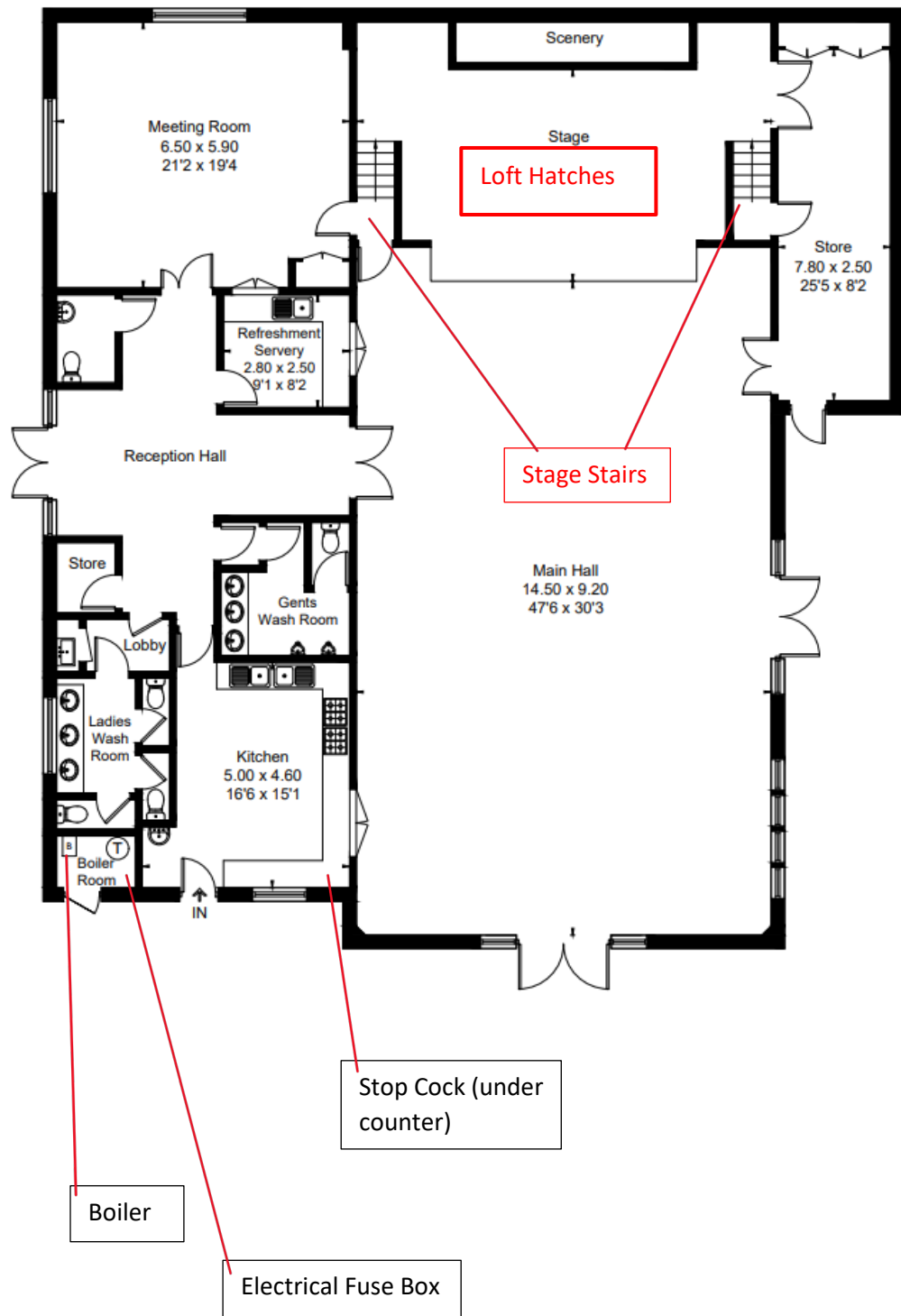


Figure 3. Location of Important Safety Items