



Health and Safety Policy

Version 1.3

17th February 2026

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Version Control / Document History

Version	Date	Author	Comment
0.1	22 Sep 2011	Ben Kemp	Initial version created
0.2	08 Sep 2017	Ben Kemp	Draft version completed for review
0.3	23 Feb 2018	Ben Kemp	“Near Miss” section added Reference to the “Information for Contractors” document was inserted.
0.4	30 Mar 2018	Ben Kemp	Minor amendments made after review of policy at the Trustees’ Meeting on 27th Mar 2018.
0.5	28 Apr 2018	Ben Kemp	Further minor amendments after the Trustees’ Meeting on 26 Apr 2018
0.6	27 Aug 2018	Ben Kemp	Change of insurer – new insurer’s details added.
0.7	11 Sep 2023	Ben Kemp	Amended as discussed with Mike Moulton on 27 Aug 2023
1.0	11 Dec 2023	Ben Kemp	Further amended as discussed with Mike Moulton. Formally approved for adoption on 21 Nov 2023.
1.1	28 Feb 2024	Ben Kemp	Grammar and spelling errors corrected
1.2	28 Feb 2025	Ben Kemp	Updated for February 2025 review. References to website added.
1.3	17 Feb 2026	Ben Kemp	Annual Review for February 2026

Management Summary / Purpose of Document

This document is the Health and Safety Policy of Holybourne Village Hall, which is a Charitable Trust. This document supersedes all previous versions and all documents bearing similar names.

The trustees formally adopted this policy on the 21st November 2023.

Internal Documents Referenced

Holybourne Village Hall – Fire Safety Risk Assessment

Holybourne Village Hall – Conditions of Hire

Holybourne Village Hall – Risk Assessment

Holybourne Village Hall – Information for Contractors

Holybourne Village Hall – Asbestos Register

Introduction

This policy has been created by the Trustees of Holybourne Village Hall (hereinafter referred to as “the Trustees), who are responsible for the day-to-day running of Holybourne Village Hall (hereinafter referred to as “the Hall”) and wish to ensure the safety of those using it by clarifying procedures and areas of responsibility of the Hall’s users.

The Health and Safety at Work Act 1974 (HASAWA) requires that the Trustees, as the managers of the premises, ensure “so far as is reasonably practicable the health, safety and welfare” of those who use the hall.

In this document, the term “users” refers to all employees, volunteers, trustees, contractors, hirers, and visitors to, of or at Holybourne Village Hall.

Whilst it is impossible to guarantee total protection against all accidents, reasonable precautions will be taken wherever possible to ensure the Health and Safety of users of the hall.

Mitigation of Risk

To mitigate risk, the Trustees have taken the following steps:

- A full General Risk Assessment is performed annually (or sooner, in the event of an incident or major change) and displayed at the Hall and on the Hall’s website at www.h-v-h.co.uk/documents.
- Ensured that there is a copy of this Health and Safety policy located in the lobby of the hall and is displayed on the hall’s website at www.h-v-h.co.uk/documents
- Ensured that all hirers are made aware of the Health and Safety Policy and the Fire Evacuation Procedures (displayed at the hall entrance and at www.h-v-h.co.uk/documents).
- The hall's maximum capacity is limited to 60 (sixty) individuals to prevent overcrowding and facilitate orderly evacuation in the event of any incident. The fire safety assessment also includes this total.

Health and Safety Objectives

This is a brief description of the legislation and how it would apply. It encompasses every aspect of the premises, including equipment, paths, surfaces, chairs, escape routes, etc. Health and Safety risks are identified, and appropriate action is taken to minimise or eliminate the risk.

The Trustees must ensure a safe place for people to operate by:

- Identifying and assessing all risks of the hazards associated with the premises or activities held there, which may affect the health and safety of others who use the premises.
- The performance of Risk Assessments by competent people.
- Taking action to eliminate or reduce hazards.
- Demonstrating that arrangements are in place.
- Reviewing arrangements when changes or incidents occur.
- Co-operating with hirers if their employees and volunteers share the same risk.
- Providing training and information on health and safety.
- Providing appropriate supervision to ensure the health and safety and welfare of others.

The Workplace (Health and Safety and Welfare) Regulations 1992

These regulations are aimed at protecting users' health from injury or long-term illness by ensuring comfort whilst using the hall and include:

- Adequate ventilation
- A reasonable temperature
- Suitable lighting and seating
- A clean premises with no trip hazards
- Suitably maintained machinery and equipment
- Sufficient toilets with hot and cold running water, soap, and towels
- Accessible drinking water and suitable facilities for rest and eating

General Statement of Policy

The Trustees will:

- Ensure, so far as is reasonably practicable, the health, safety, and welfare of all users of Holybourne Village Hall or other persons who may be affected by our undertakings.
- Provide healthy and safe working conditions, equipment, and systems of work for all users of Holybourne Village Hall.
- Maintain Holybourne Village Hall and its equipment in a safe condition for all users.
- Provide such training and information as is necessary to our users.
- Review this Health and Safety policy after any reported incident, or at least on an annual basis.

The Trustees will comply with all Health and Safety legislation and, where reasonable, take positive steps to prevent injury, ill health, or any danger or loss arising from their activities and operations.

The Trustees consider the promotion of the Health and Safety of all users and those who may be affected by its activities and operations to be of great importance. It is recognised 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, they will encourage all users to establish and observe safe working practices.

All users must recognise that they have a legal duty to comply with the practices set out by the Trustees; the relevant safety agreements set out in the conditions of hire; to observe any safety notices on the premises; to exercise the necessary self-discipline or supervision as appropriate, and accept responsibility to do everything they can to prevent injury to themselves or others.

Signed on behalf of the Trustees of Holybourne Village Hall:



Name: Michael Moulton
Position: Chairman of the Trustees, Holybourne Village Hall
Date: 17th February 2026
Email: mike.moulton@h-v-h.co.uk

Organisation of Health & Safety

Responsibilities

The Trustees of Holybourne Village Hall collectively have overall responsibility for Health and Safety at Holybourne Village Hall. The lead person delegated by the Trustees to have day-to-day responsibility for the implementation of this policy is:

Name: Ben Kemp
Address: 10 Smithy Close
Holybourne
GU34 4EE
Tel. No: 01420 549074
Email: ben.kemp@h-v-h.co.uk

All users have a legal duty 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 and its surroundings safe and healthy.

If a user finds a fault, damage, or any other situation that could cause injury and cannot be rectified immediately, the person above, the chairman, or the booking secretary should be informed as soon as possible so the problem can be addressed.

Where equipment is damaged, a notice should be placed on it warning that it is not to be used, and if possible, it should be placed in the boiler cupboard off the emergency exit lobby.

The following items are maintained and, where appropriate, reviewed by the Trustees:

- First Aid Box.
- Risk Assessments and Inspections.
- Information for contractors and visitors.
- Insurance.
- Information (including Hiring Terms and Conditions) for hirers.
- This Health and Safety Policy.

Arrangement and Procedures

Licence

Under the Licensing Act 2003, Holybourne Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity (and area if applicable)	Days	Times	Further Details
a. The performance of plays (indoors)	Mon-Sat:	9:00 – Midnight	Amateur dramatic rehearsals, Children’s nativities.
	Sun:	9:00 -23:00	
b. The exhibition of films (indoors)	Mon-Sat:	9:00 – Midnight	DVD’s, videos utilising screen or projector. Exclusion of adult entertainment except for film categories up to “15”
	Sun	9:00 -23:00	
c. Indoor sporting event	Mon-Sat:	9:00 – Midnight	Table tennis, short bowls and pool
	Sun:	9:00 -23:00	
e. Performance of live music (indoors)	Mon-Sat:	9:00 – Midnight	Quiz nights, Parties, Dance, Drama and Play Group.
	Sun:	9:00 -23:00	
f. Playing of recorded music (indoors)	Mon-Sat:	9:00 – Midnight	Quiz nights, Parties, Dance, Drama and Play Group.
	Sun:	9:00 -23:00	
g. Performance of dance (indoors)	Mon-Sat:	9:00 – Midnight	Specialist classes, Drama Group, Play Rehearsals
	Sun:	9:00 -23:00	
i. Provision of facilities for making music (indoors)	Mon-Sat:	9:00 – Midnight	Basic sound system and controlled amplification
	Sun:	9:00 -23:00	
j. Provision of Facilities for Dancing (indoors)	Mon-Sat:	9:00 – Midnight	Hall floor doubles as a dance floor
	Sun:	9:00 -23:00	
l. Late night refreshment (indoors)	Mon-Sat:	23:00 - Midnight	

Note that there is no license for the supply of alcohol. Any event where alcohol will be sold requires a TEN (Temporary Event Notification) License. The Village Hall is permitted to host ten (10) events for which a TEN is required in a calendar year. The Booking Secretary **must** be notified at least four weeks in advance of the event if a TEN is required and will advise on the application process; email bookings@h-v-h.co.uk.

Fire Precautions, Checks and Procedures

A copy of the Fire Safety Risk Assessment can be found in the wall display unit in the main corridor:

Person with responsibility for testing of fire safety equipment:	Vickie Kemp
Email:	vickie.kemp@h-v-h.co.uk
Fire Service contact name:	Quality Fire Protection Ltd
Fire Service contact telephone no:	01489 787734

Company engaged to check, test, maintain and service fire safety equipment:

Name: Quality Fire Protection Ltd.
 Address: 43 St. Johns Road
 Hedge End
 Southampton
 Hants
 SO30 4DQ
 Tel: 01489 787734 / 07961 124003
 Email: info@qualityfireprotectionltd.com

List of equipment and its location:

<u>Item</u>	<u>Frequency</u>	<u>Location</u>
Fire alarm system	n/a	No automatic system – manual fire bell in the kitchen only.
Emergency lighting	Monthly	Entrance lobbies, main hall, WC's, Kitchen, Storage cupboard.
Residual current devices	Quarterly	On distribution boards – see Electrical Installation below.
Portable appliance testing	Biennially*	Various appliances throughout the hall.
Electrical installation	5-yearly	Distribution board 1 (Dis 1) in the main hall cupboard. Distribution board 2 (Dis 2) in the entrance passageway.
Fire exits	Weekly	
Fire-fighting equipment	Annually	See Fire Safety Risk Assessment.
Heat Detector	Weekly	Kitchen.
Smoke Alarm	Weekly	Entrance Hall.
Carbon Monoxide Detector	Weekly	Emergency Exit Lobby, outside boiler cupboard.

**At the Trustees Committee meeting on 4th September 2014, a determination was made that PAT Testing should be performed on a two-yearly basis.*

Prevention of fire

The Trustees have appointed a Fire Safety Officer (Ben Kemp). The purpose of this appointment is to reduce the risk of fire and prevent it from occurring.

The Fire Safety Officer carries out the following activities:

- A Fire Safety Risk Assessment.
- Precautions to be put in place where necessary and where it is reasonable to do so.
- Ongoing checks of fire safety equipment, exits, emergency lighting and alarms.

Hazards that must not be used in the Village Hall without authorisation by the Trustees are:

- Flammable liquids

Preventative and protective measures must be taken following the Health and Safety Policy as follows:

- Smoking is forbidden inside the hall.
- Alternatives must either replace inflammable substances or, when this is impossible, measures must be taken to control the risk.
- Storage of combustible material near a source of ignition is not permitted.
- Emergency exits and routes to them must be kept clear at all times.
- Emergency exits are checked at least weekly.
- Appropriate Fire Fighting Equipment is provided, maintained annually (see above) and checked monthly.
- Users have access to the Health and Safety Policy and the Risk Assessments.
- The use of portable electrical heaters is strictly prohibited.

Safety Rules

A copy of the current General Health and Safety Risk Assessment can be found on the main noticeboard and also online at www.h-v-h.co.uk/documents.

Hirers and visitors

All hirers are required to read the whole of the Conditions of Hire (the “Hiring Agreement”) and must either sign the form or check the online booking form confirmation as evidence that they have read, understand and agree to the hiring conditions.

All new hirers will also be given information/training by the Booking Secretary about safety procedures at the Hall which they will be expected to follow and will be informed of the location of the Accident Book and Health and Safety Policy.

As with 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 safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Trustees have carried out risk assessments. The following practices **must** be followed to minimise risks:

- All emergency exit doors must be clear and unlocked throughout the hiring.
- Electrical equipment must not be operated or touched where there are signs of damage.
- Steps or ladders must not be used unless properly secured and another person is present.
- The use of portable electrical or gas appliances is strictly prohibited.
- Portable electrical items which have not been PAT tested must not be brought onto the premises.
- No attempt must be made to move heavy or bulky items – lifting aids must be used.
- Chairs must be never stood upon.
- No attempt should be made to carry or tip a water boiler when it contains hot water - it must first be allowed to cool.
- Children must not be allowed into the kitchen except under close supervision (e.g. for supervised cookery lessons or, for older children, supervised serving of food at functions). Overcrowding should be avoided, and running should not be allowed.
- Suitable protective clothing must be worn when handling cleaning materials.
- To guard against slipping hazards, all spillages must be mopped immediately, particularly on steps or polished floors.
- To guard against tripping hazards, items such as buggies, umbrellas etc. must not be left in halls, and especially not in corridors.
- Adequate lighting must be used to avoid tripping in poorly lit areas.
- Any evidence of damage or faults to equipment or the building’s facilities must be reported to the Booking Secretary.
- Every accident must be recorded in the Accident Book (co-located with the First Aid box in the kitchen) and also reported to the Booking Secretary. These will be reviewed by the Trustees at the earliest opportunity, and necessary action taken to help prevent recurrence.
- ‘Near misses’ (i.e. an incident WITHOUT injury to a person or damage to property) must be reported to the booking secretary. These will be recorded on a “Near Miss Report Form” and reviewed by the Trustees at the earliest opportunity, and necessary action taken to help prevent recurrence.

Contractors

The Trustees will always check with the contractors (including self-employed persons) before they start to 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, references, and experience.
- Contractors have adequate Public Liability insurance cover.
- Contractors have seen the Health & Safety File and are aware of any hazards which might arise (e.g., electricity cables or gas pipes).
- Contractors will be given a floor plan detailing the emergency exits, the emergency lighting, and the location of fire-fighting appliances (extinguishers and fire blanket). This information is contained in the document "Information for Contractors".
- Contractors do not work alone on ladders at height (if necessary, a volunteer should be present).
- Contractors have their own Health and Safety Policy for their staff.
- 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.

Important issues associated with Health and Safety in Holybourne Village Hall

Working Alone

Volunteers, hirers, contractors, or tradesmen should, where practicable, not work alone on the property, particularly if they are using ladders, chemicals, or equipment that might pose a hazard. When jobs are less risky, checks should be made. A mobile phone and the telephone number of someone who can administer first aid should be available.

Children

Minors under 18 must be accompanied and supervised by a responsible adult at all times. For children's parties or activity groups, the hirer must inform the Trustees of the adult-to-child ratio and the ages of the children attending. The Trustees reserve the right to refuse hall hire if they believe this ratio is insufficient. Children under 12 are not permitted in the kitchen. This is to avoid the risk of scalds, burns, cuts, and other injuries.

Electrical safety

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation.
- Plug sockets must not be overloaded.
- Should users/hirers want to bring electrical appliances onto the premises, they must make the Trustees aware of this. The user/hirer is responsible for ensuring that the appliance meets safety standards (i.e. bears a current PAT test sticker).
- Electrical equipment showing signs of damage, exposure of components, water damage, etc., should not be touched or operated.
- Users have a responsibility to ensure that all electrical appliances are shut off when leaving the hall.
- Trailing wires or cables are a trip hazard and must always be taped down.

Heating

Portable heating appliances must **not** be used in the hall. The hall is served by several radiators. Should users suspect any radiator is damaged, please inform the Trustees as soon as possible. Although there are guards around each radiator, users must supervise young children around them as they can become hot to the touch.

Housekeeping

The hall is professionally cleaned every week and safety-checked regularly. However, every user is responsible for ensuring that the hall is left clean and tidy. The Trustees cannot guarantee that the hall will be cleaned between each use.

All users must use the appropriate rubbish and recycling bins. Any major spillage, damage or accident should be reported to the committee. Food, drink, and perishable items must be taken away at the end of each hire. The refrigerator must be left switched on and empty.

The car park outside and the frontage of the hall must be kept clear of litter.

Noise

As Holybourne Village Hall is situated in a quiet residential area, users are expected to be considerate and keep noise levels to a minimum. Any form of music must be kept at an acceptable level, and certainly limited in volume after 23:00.

Users must also be considerate when leaving the hall.

Parking

Parking outside the hall is very limited. Please do not obstruct neighbours' driveways or block Church Lane. Parking in the village hall car park or the local area is at the user's risk.

Procedure in case of accidents

Assistance

The location of the nearest hospital Accident and Emergency (A&E) is:

Basingstoke and North Hampshire Hospital
Aldermaston Road
Basingstoke
Hampshire
RG24 9NA

The location and telephone number for the nearest doctor's surgery is:

Alton Health Centre
Anstey Road
Alton
Hampshire
GY34 2QX

Tel: 01420 84676

First Aid

The First Aid Box is in the kitchen. This is checked regularly by the Trustees to ensure it is kept up to date and that there are no expired items.

Accident reporting

The Accident Book is kept in the kitchen. This must be completed whenever an accident occurs.

Any accident must be reported to the trustee responsible, Vickie Kemp (email: vickie.kemp@h-v-h.co.uk).

The trustee responsible for completing the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is Ben Kemp (email: ben.kemp@h-v-h.co.uk).

The following major incidents or injuries 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 admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a 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.

Insurance

The undernamed insurer provides the following insurance coverage:

Name and address of insurer:	Norris & Fisher t/as Insure Your Village Hall Threefield House Threefield Lane Southampton SO14 3LP
Telephone number of the insurer:	02380 269009
Policy number:	CARV15009142
Renewal date:	27 th August Annually
Any risks excluded or special conditions that users should be aware of:	Usual exclusion covering war and invasion, radioactive, toxic explosion or contaminating properties of any nuclear installation

General Risk Assessment and Inspections

The trustee responsible is:

Name: Ben Kemp
Telephone No: 01420 549074
Email: ben.kemp@h-v-h.co.uk

Initial Inspection and Risk Assessment performed by:

Name(s): Ben Kemp and Heather Ongley
Date: 15th March 2012
Date of next review by: 17th January 2027

Control of Substances Hazardous to Health (COSHH) Regulations

All substances that are hazardous to health must be handled correctly and stored safely. The COSHH cupboard is located off the Tables and Chairs store and is clearly marked. Access to this is controlled by a key.

The trustee responsible is:

Name: Ben Kemp
Telephone No: 01420 549074
Email: ben.kemp@h-v-h.co.uk

Protective clothing

If necessary, items of protective clothing and apparatus should be identified and supplied by the trustees to ensure that no job is undertaken where it is felt that the provision of protective gear is inadequate.

Training and information

Training will be given, and information provided to employees, visitors, hirers and contractors to enable them to use the Hall. The trustee responsible for training and information is Vickie Kemp.

Frequency of Review of Health and Safety Policy

The trustees will review this Policy in the event of an incident or at least annually. The next annual review is due at the first trustee's meeting of the year.

Committee members with responsibility for aspects of Health and Safety will report to the Committee regularly, including details of any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users, employees, and other visitors to the premises.