

# Walton Village Hall and Reading Room Management Committee

## Health and Safety Policy

### Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Walton Village Hall and Reading Room Committee

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 Walton Village Hall and Reading Room Management Committee 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.

Walton Village Hall and Reading Room Management Committee 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 management committee 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, committee members 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 committee, 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.

Signed:  (On behalf of the Management Committee)

Name: W. WEAVER

Position: CHAIR PERSON

Date: 4/6/25

## Part 2: Organisation of Health and Safety

The Walton Village Hall and Reading Room Committee has overall responsibility for health and safety at Walton Village Hall and Reading Room.

The person (s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name: Paul Cronin  
Telephone No: 07485486303  
Address: 7 Woodleigh, Walton,  
Brampton CA8 2DS

Name: William Weaver  
Telephone No: 07798815166  
Address: Orchard House, Walton,  
Brampton CA8 2DJ

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 management committee in keeping the premises safe and healthy, including the grounds.

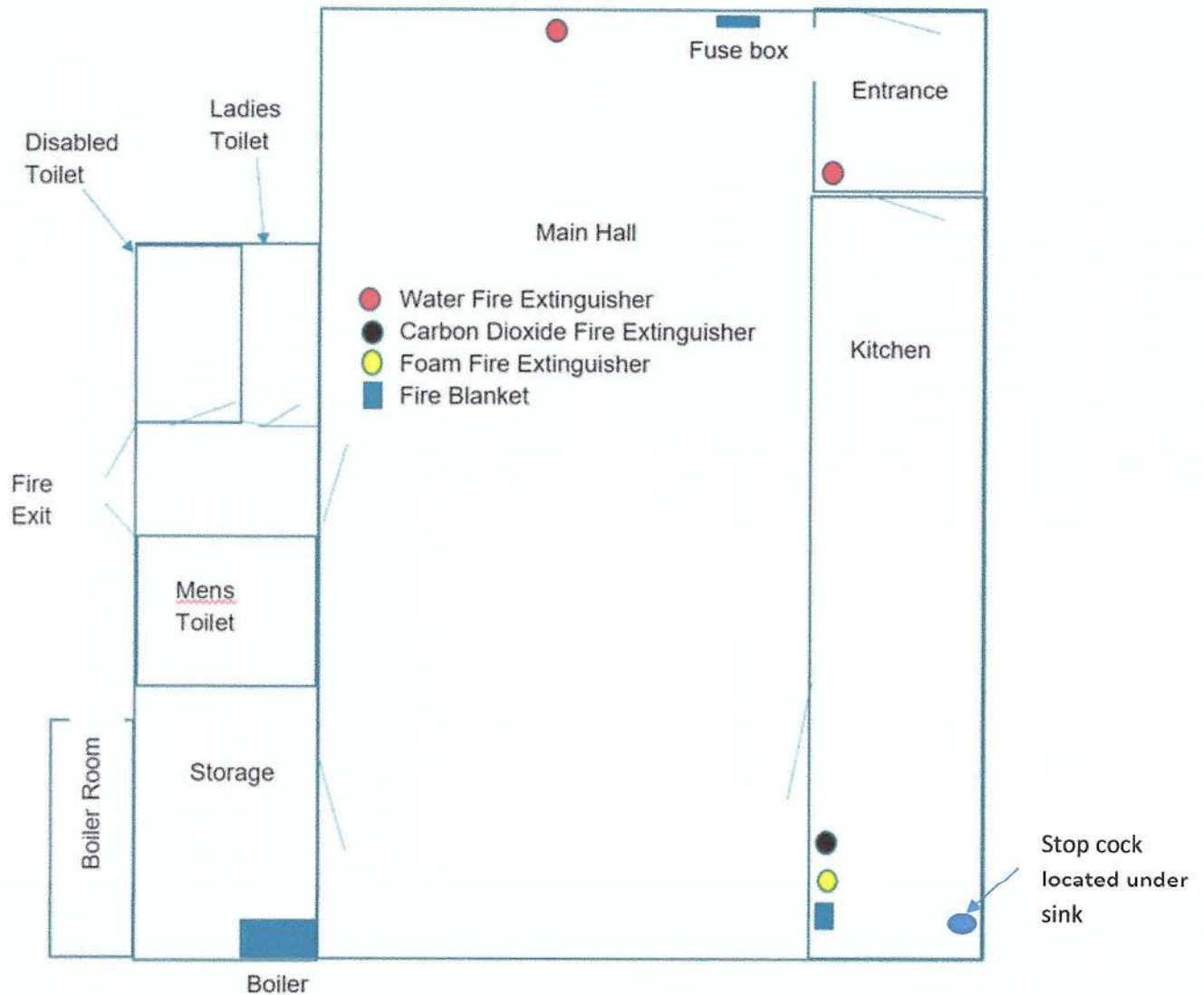
Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform one of the persons above, or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the \_\_\_\_\_.

The following persons have responsibility for specific items:

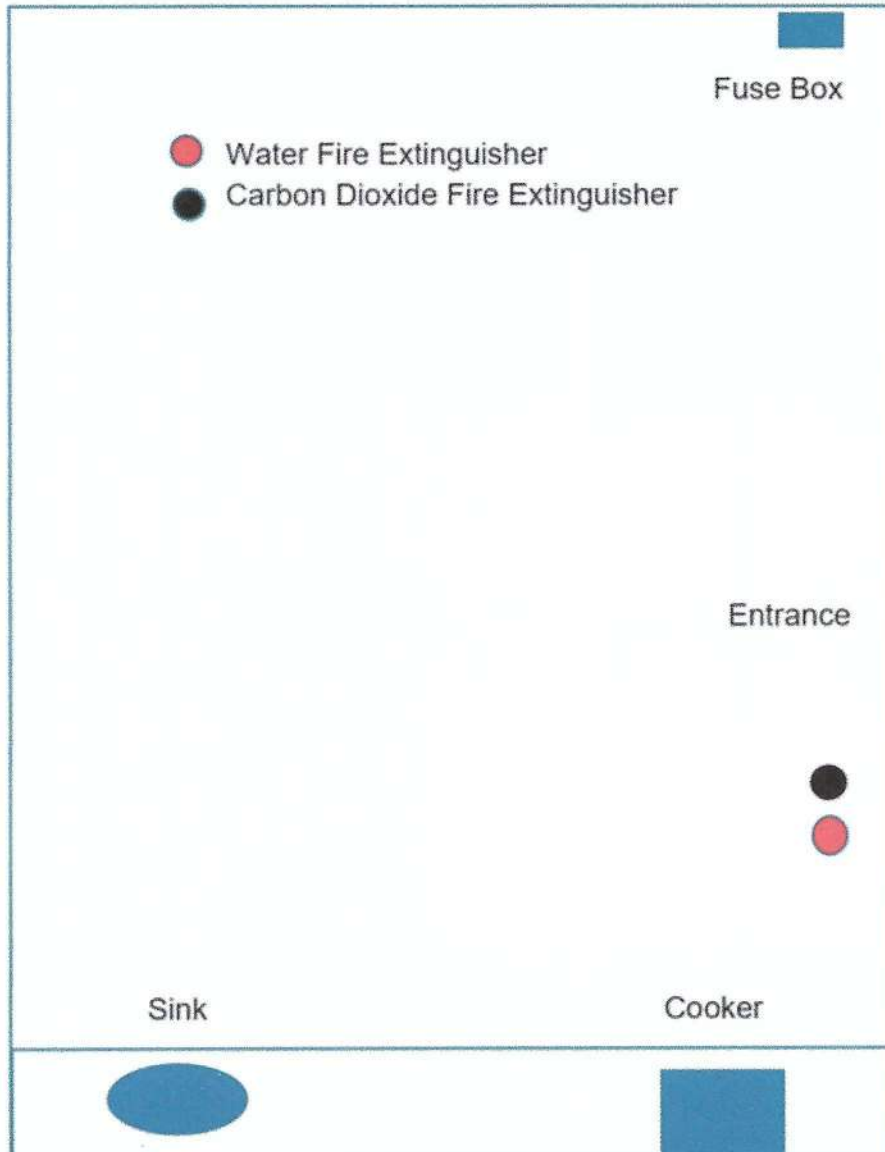
First Aid box:	Georgina Jackson
Reporting of accidents:	Georgina Jackson
Fire precautions and checks:	Paul Cronin
Training in use of hazardous substances and equipment:	Paul Cronin/William Weaver
Risk assessment and inspections:	Paul Cronin
Information to contractors:	Paul Cronin/William Weaver
Information to hirers:	Louise Aitken
Insurance:	William Weaver

A plan of the hall is attached showing the location of fire exits, fire extinguishers, fuse box, stop cock.

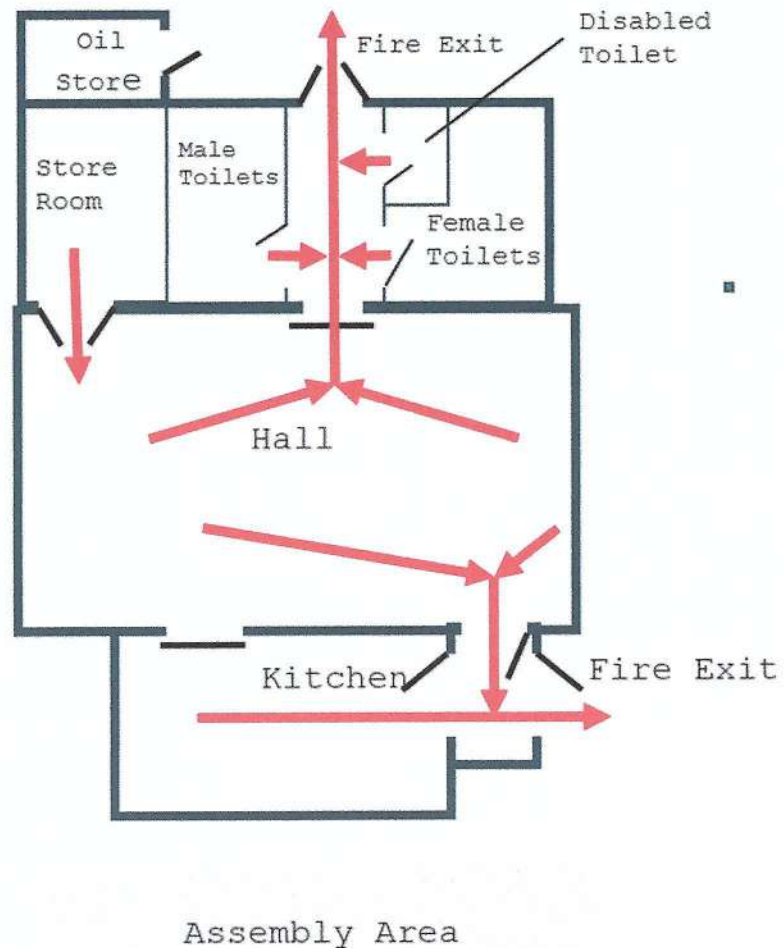
Location and use of fire equipment for hirers:  
Village Hall



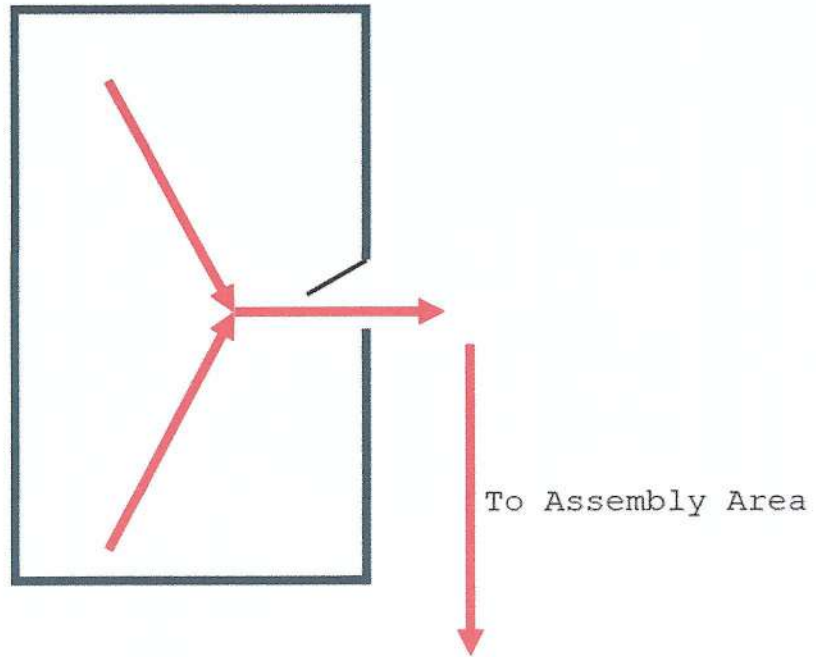
Location and use of fire equipment for hirers:  
Reading Room







Escape Route for Village Hall



Escape Route for Reading Room

## 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	The hall is licensed for	Times for which the activity is licensed
a. The performance of plays	✓	Sunday to Saturday 10.00am to 1.00am
b. The exhibition of films	✓	Sunday to Saturday 10.00am to 1.00pm
c. Indoor sporting events	✓	Sunday to Saturday 10.00am to 1.00pm
d. Boxing or wrestling entertainment	X	
e. The performance of live music	✓	Sunday to Saturday 10.00am to 1.00pm
f. The playing of recorded music	✓	Sunday to Saturday 10.00am to 1.00pm
g. The performance of dance	✓	Sunday to Saturday 10.00am to 1.00pm
h. Entertainments similar to those in E,F and G	✓	Sunday to Saturday 10.00am to 1.00pm
i. Making music	X	
j. Dancing	X	

### 3.2 Fire Precautions and Checks

#### Walton Village Hall & Reading Room - Fire Emergency Procedure

##### 1. Immediate Actions in the Event of a Fire

- If you discover a fire, raise the alarm immediately by activating the nearest fire alarm call point.
- Shout **"FIRE! FIRE!"** to alert others in the building. If in the Hall the manual bell by the main entrance should be sounded.
- Call **999** and request the Fire and Rescue Service, providing the address: **Walton Village Hall, Walton, CA8 2DJ**.
- Do not attempt to tackle the fire unless it is small, you are trained, and it is safe to do so.

##### 2. Evacuation Procedure

- Upon hearing the fire alarm, evacuate the building immediately using the nearest available exit.
- Assist anyone who requires help to leave the building safely.
- Do not stop to collect personal belongings.
- Close doors behind you as you leave to help contain the fire.
- Proceed to the designated assembly point: **Children's Playground**

### 3. Assembly Point and Roll Call

- Once at the assembly point, conduct a roll call if possible.
- Ensure everyone is accounted for.
- Do not re-enter the building until the Fire and Rescue Service declares it safe.

### 4. Fire Extinguishers

- Fire extinguishers are available at designated locations within the hall.
- Only use an extinguisher if the fire is small, you have been trained, and it is safe to do so.

### 5. Special Considerations

- Ensure individuals with mobility issues are assisted during evacuation.
- Event organisers/hirers are responsible for making all attendees aware of the fire procedure.
- Regular fire drills should be conducted to ensure preparedness.

### 6. Fire Prevention Measures

- Keep fire exits clear at all times.
- Do not block fire extinguishers or alarm points.
- Ensure electrical appliances are switched off when not in use.
- Report any fire hazards to the Village Hall Committee immediately.

This procedure must be followed to ensure the safety of all individuals using Walton Village Hall. **Failure to comply with fire safety regulations may result in penalties or cancellation of hall usage rights.**

Person on the management committee with responsibility for testing for the fire risk assessment: Paul Cronin

Local Fire Brigade contact tel: 0300 303 8623



Company hired to maintain and service fire safety equipment:

Name: Border Fire & Security Limited

Address: 21Knowe Road, Carlisle Cumbria CA3 9EQ

Tel No.: 01228 595888

Location of service record: Health and Safety File

List of Equipment and its location.Village Hall:

Item	Test interval (e.g. weekly/monthly/annual)	Location
Residual Current Device	Monthly	Fusebox
Emergency Lighting	Monthly	All exits
Fire Exits – main hall	Weekly	Front and Rear Entrance
Fire fighting appliances	Annually	Entrance
Fire fighting appliances	Annually	Main Hall
Fire fighting appliances	Annually	Kitchen
Boiler	Annually	Storage
Cooker	Annually	Kitchen

List of Equipment and its location: Reading Room:

Item	Test interval (e.g. weekly/monthly/annual)	Location
Residual Current Device	Monthly	Fusebox
Emergency Lighting	Monthly	Entance/Exit
Fire fighting appliances	Annually	Entrance
Water Boiler	Annually	Kitchen area
Cooker	Annually	Kitchen area

### **Procedure in case of accidents**

The location of the nearest hospital Accident and Emergency/Casualty dept is:

The Cumberland Infirmary  
Newtown Road  
Carlise  
CA2 7HY  
Tel 01228 523444

The location and telephone no. for the nearest doctor's surgery is:

4 Market Pace,  
Brampton  
Cumbria,  
CA8 1NL  
Tel 0169772551

The First Aid Box is located in: Storage Cupboard

The person responsible for keeping this up to date is: Georgina Jackson

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is: Georgina Jackson

The person responsible for completing RIDDOR forms and reporting accidents is:  
Georgina Jackson

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

## 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 booking secretary 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 book and health and safety file.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk. These could be printed as a separate sheet on coloured paper which is handed to hirers with the hiring agreement, so as to draw attention to them. For example:

“It is the intention of Walton Village Hall and Reading Room Committee 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 committee, 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 committee has carried out risk assessments. 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) - use the trolleys provided
- **Do not** stack more than five 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 overcrowding 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 Louise Aitken
- **Report** every accident in the accident book and to Georgina Jackson .
- **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.

## **Contractors**

The management committee 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 committee
- 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 might arise (e.g. electricity cables or gas pipes)
- 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.

## **Insurance**

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name of Insurer: Allied Westminster

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

Policy No.: BS74286/432103

Date of Renewal: 20<sup>th</sup> January 2026

Any risks excluded or special conditions users should be aware of:

Use of Fireworks and Bonfires – Please seek advice

Use of Bouncy Castles - Please seek advice

## **Review of Health and Safety Policy**

The management committee will review this policy annually. The next review is due in May 2026

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including 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  
2 Victoria Place  
Carlisle  
CA1 1ER  
Tel 0300 003 1747 [HSE: Information about health and safety at work](https://www.hse.gov.uk/information/about-health-and-safety-at-work/)
- Cumbria Fire and Rescue Service  
Tel 0800 358 4777 [Homepage | Cumbria Fire & Rescue Service](https://www.cumbriafire.co.uk/)
- Cumberland Council Environmental Health  
Rickergate  
Carlisle  
Cumbria  
CA3 8QG  
Tel 01228 817200 <https://www.carlisle.gov.uk>