

**Blindcrake Village Hall**  
**Registered charity 1171226**

**Health and Safety Policy**

**Part 1: General Statement of Policy**

This document is the Health and Safety Policy of Blindcrake Village Hall. Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for contractors, 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 contractors, volunteers and users.

It is the intention of Blindcrake Village Hall 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.

Blindcrake Village Hall Management Committee considers the promotion of the health and safety of those who use the premises including contractors who may work there, to be important. 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 contractors, committee members and users to engage in the establishment and observance of safe working practices.

Contractors, volunteers, 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.

**Part 2: Organisation of Health and Safety**

The Blindcrake Village Hall Management Committee has overall responsibility for health and safety at Blindcrake Village Hall.

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

Name: Craig Oliver

Telephone No: Address: Blindcrake Hall 07930 566960

It is the duty of contractors, 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 the person 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.

The following persons have responsibility for specific items:

First Aid box	Craig Oliver
Reporting of accidents	Craig Oliver
Fire precautions and checks	Ros Berry
Training in hazardous substances & equipment	Craig Oliver
Risk assessment and inspections	Craig Oliver
Information to contractors	Craig Oliver
Information to hirers	Neil Piling
Insurance	Neil Piling

A plan of the hall is attached showing the location of fire exits, fire extinguishers, fire alarm panel, fuse box, stop cock, boiler, 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	The hall is licensed for	Times for which the activity is licensed
a. The performance of plays	Yes	09.00 - 01.00
b. The exhibition of films	Yes	09.00 - 01.00
c. Indoor sporting events	Yes	09.00 - 01.00
d. The performance of live music	Yes	09.00 - 01.00
e. The playing of recorded music	Yes	09.00 - 01.00
f. The performance of dance	Yes	09.00 - 01.00
g. Entertainments similar to those in a – f	Yes	09.00 - 01.00
h. Making music	Yes	09.00 - 01.00
i. Dancing	Yes	09.00 - 01.00
j. Entertainment similar to those in h – i	Yes	09.00 - 01.00
k. The sale of alcohol	Yes	09.00 - 00.00

### 3.2 Fire Precautions and Checks

Blindcrake Village Hall has a separate Fire Safety policy and Fire Risk Assessment; see these for fire precautions.

### 3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is:  
West Cumberland Hospital, Holmwood Drive, Whitehaven CA28 8JG

The location and telephone no. for the nearest doctor's surgery is:  
Castlegate & Derwent, Isel road, Cockermouth tel 01900 705750

- The First Aid Box is located in the Meeting room cupboard
- The person responsible for keeping this up to date is Craig Oliver
- 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, Craig Oliver
- The person responsible for completing RIDDOR forms and reporting accidents is Craig Oliver

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.

### 3.4 Safety Rules

#### 3.4.1 Rules for Hirers To be included in hire agreement

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.

We have carried out a risk assessment (attached at appendix 1). The Risk Assessment will be brought to the attention of hirers; a copy will be kept on the premises in the meeting room cupboard.

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 safety practices are incorporated into the hiring agreement and 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 (eg stacked tables or chairs) - use the trolleys provided
- **Do not** stack more than eight chairs
- **Do not** attempt to carry a pan 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 Craig Oliver

- **Report** every accident in the accident book and to Craig Oliver
- **Be aware and seek to avoid** the following risks:
  - creating slipping hazards on 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.

### 3.4.2 Rules for 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.

### 3.5 Insurance

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

Allied Westminster	tel 01937 845245
Policy No.	BS72828/432103
Date of Renewal	1 August 2026

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

*Risk of escape of water from watercourse or build up of ground water entering the building: additional excess*

A copy of the insurance policy is kept in the Meeting room cupboard.

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

The management committee will review this policy annually. The next review is due in **August 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.

#### **5 Organisations that can give advice on health and safety**

The Health and Safety Executive **Carlisle**

2 Victoria Place Carlisle CA1 1ER

Contact online <https://www.hse.gov.uk/contact/tell-us-about-a-health-and-safety-issue.htm>

Or tel 0300 003 1647

Cumbria Fire Service tel 0800 358 4777 or dial 999 in case of fire

Cumberland Council - environmental health department & other services

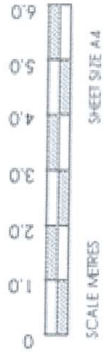
Workington Customer Service Centre

Allerdale House, Workington, CA14 3YJ

tel 0300 373 3730

**Reviewed and updated 07 August 2025**

BLINDCRAKE VILLAGE HALL



REVISIONS  
A PLANS UPDATED. 08/12/2024



FIRST FLOOR

GROUND FLOOR

E FIRE EXITS  
X FIRE EXTINGUISHERS

**Blindcrake Village Hall**  
**Risk assessment 31 July 2025**

**Present Ros Berry, Cathy Keough**

<b>Identified risks</b>	<b>Possible harms</b>	<b>Actions/Mitigation</b>
<b>Slips trips &amp; falls</b>		
Loft ladder is narrow and awkward	Possible fall from height resulting in serious injury	Handrail in place. Not advised to use when alone in the building
2 steps between hall and meeting room	Possible trip resulting in injuries	Step edges clearly marked; alternative ramp access available
Steps to main road from Fire exit to main hall	Possible trip/fall resulting injuries; danger from passing traffic	Put up warning sign by door. Longer term – possible change to alternative fire exit Include in guidance to hirers
Possible obstructions in corridors, doorways	Obstruction eg in case of emergency evacuation	No storage in corridors and doorways Include in guidance to hirers
Possible slips on wet floors	Possible injury	Hall users to clear up spillages immediately. Use wet floor sign Mats at entrances to stop rainwater being carried in
Children may fall if running in hall	Possible injury	Children are supervised by adults responsible for hiring the hall
<b>Working at height</b> Eg cleaning, painting, putting up decorations	Possible fall from height resulting in injuries	Step ladder conforms to BSI standards and available for use. Check regularly to ensure safety. Not to be used when alone in hall Advice to hall users they are responsible for safe use
<b>Vehicle movement</b>	Risk of serious injury if struck by vehicle on village road when entering/leaving building	Warning sign on door to look out for traffic

<b>Hazardous substances</b> eg cleaning products	Risk of skin or eye problems for cleaner and volunteers	Provide mops, brushes, rubber gloves. All stored in cleaning cupboard. Cleaning products properly diluted. All products in marked containers
	Risk to children inadvertently handling cleaning products	Children are supervised by adults responsible for hiring the hall
<b>Electricity</b>	Risk of electric shock from faulty equipment or installation	Fixed items installed by electrician. All repairs by qualified electrician 5 year checks for wiring Full rewire in autumn 2020; check due Nov 2025 Regular PAT testing carried out Information to hall users.
<b>Manual handling</b>	Risk of back pain if users lift items that are too heavy or awkward	Trolley available for moving stacks of chairs. Users/volunteers to be advised not to lift more than they can safely handle
	Risk of injury from incorrectly stored equipment	Users must stack chairs and tables carefully so they do not collapse Step ladder to be secured to wall
<b>Food hygiene</b>	Risk of food poisoning	Volunteers preparing food aware of food hygiene, hand washing. New wash hand basin in kitchen. Users to clean fridge before and after each use – in hirer info
<b>Infection risk</b>	Risk of transmitting airborne or surface transmitted infections eg Covid	Hirers to wipe down all surfaces they will use/have used