

Chilbolton Village hall

Health and Safety Policy

Setting the scene

Chilbolton Village Hall is mainly used by hirers for a variety of social (weddings, family parties, and wakes), and recreational and training (eg Brownies, short mat bowls, badminton, U3A, dance) activities. It also hosts the regular meetings of the Chilbolton Parish Council and its Planning Committee and the Village Hall's Management Committee, intermittent meetings that all villagers are invited to attend hosted by the parish council as well as monthly film nights, community coffee mornings, seasonal soup hub/afternoon teas and an annual quiz night and jumble sale.

Activities by hirers including hall set-up are administered by the hirers themselves, who when they wish to will themselves hire outside caterers and others to help with their event. Activities organised by the parish council or the village hall including set-up are administered by volunteers.

The village hall would also serve as the village's and surrounding villages' Emergency Centre under the Chilbolton Parish Council Community Emergency Plan.

The village hall has no employees. It has a paid booking secretary who administers hirings and also performs cleaning activities, more recently supported by an additional cleaner. Maintenance and other upkeep and repair activities are carried out by local professionals on an ad hoc basis.

The village hall is a single, ground floor building with a large car parking area in the front and grassy areas to one side and to the rear. It has an emergency generator, cooking and equipped kitchen, heating and toilets and washing facilities and also oil and bottled gas and an internet connection. It has a separate disabled toilet.

Current formal health and safety activities are:

- Monthly check of the smoke alarms, emergency lighting system and power level on the defibrillator
- Book for hall users to record health and safety concerns
- Regular outside upkeep
- Contact information easily available via the village hall website
- Regular cleaning
- Clear terms and conditions of hire setting out responsibilities of hirers regarding use and health and safety

Part 1: Statement of intent

This is the health and safety policy statement of:

Chilbolton Village Hall

Our health and safety policy is to:

- Manage health and safety risks at the village hall
- Take steps via a questionnaire to be satisfied that hirers have considered health and safety risks regarding the activities they wish to carry out at the hall as a final pre-condition of an accepted booking
- Make sure that hirers are aware of their responsibilities and that action to be taken if health and safety issues arise during their usage of the village hall is principally their responsibility. This would include the need for them to have a charged mobile phone with them during the hire period in case emergency services need to be called
- Ensure that there are sufficient instructions available for equipment which pose particular health and safety risks which a reasonable user may not be aware of
- Take reasonable steps to ensure that contractors and volunteers are competent to carry out allocated tasks
- Ensure there are suitable fire extinguisher(s)/blanket(s) and a first aid box readily available

Continue with the current existing formal monthly health and safety activities identified above (if the power level on the defibrillator is too low, notify the Clerk to Chilbolton Parish Council which is responsible for ensuring it is sufficiently powered up)

- Ensure the boiler, heaters, thermostats, fire extinguishers, emergency generator and kitchen and other equipment are regularly tested and/or, to the extent felt necessary, serviced and the first aid box is regularly checked and used items replaced
- Ensure there are clear emergency procedures to be carried out, including evacuation in case of fire or other significant incident
- Ensure that valid health or safety concerns which do or are reasonably likely to affect village hall users which are raised by any user, member of the public or otherwise is promptly addressed
- Take reasonable steps to ensure that chairs are not stacked too high and that ladders are replaced so they do not pose an excessive safety risk
- Review and, if as a consequence it is felt necessary, revise this policy from time to time

Part 2: Responsibility for health and safety

Overall and final responsibility for health and safety:
Howard Barrie (the present Chairman)

Day-to-day responsibility for ensuring this policy is put into practice:
Martin Larcombe
Otherwise: Howard Barrie (the present Chairman)

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Kate Ballard: awareness and compliance by hirers

Martin Larcombe: health and safety testing

Liz Blakemore/Kate Ballard: arranging for repairs, maintenance, relevant testing and servicing,

Beryl Lawrence: monitoring the damage and defects log and raising appropriate follow-up action

All contractors should:

- Co-operate with management committee members on health and safety issues
- Take reasonable care of their own health and safety
- Carry out their allocated tasks in a manner so as not to pose undue health and safety issues to others
- Report all health and safety concerns to the management committee

Part 3: Arrangements for health and safety

Risk assessment

- We will complete risk assessments and take action if conditions change or it is otherwise felt by the management committee prudent to do so

Training

- Ensure that this health and safety policy is available to any contractor who requests it
- Respond appropriately and sensitively if any hirer or contractor wishes to have particular health and safety guidance relating to their presence or tasks at the hall

Consultation

- We make it easy for hirers or contractors to raise any health and safety concerns they may have so that they can be addressed

Evacuation

- Ensure escape routes are well signed and take reasonable steps to ensure they are kept clear at all times

This policy was approved and adopted by the members of the Management Committee of Chilbolton Village Hall on 23 June 2025