



Milford Village Hall

Portsmouth Road Milford GU8 5DS

Managed by Milford Village Hall Management Committee
on behalf of the Milford Village Hall Fund

HEALTH & SAFETY POLICY

Part 1 – General Statement of Policy

Our policy is to:

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

It is the intention of the Milford Village Hall Management Committee (MVHMC) 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 MVHMC considers the promotion of health and safety for its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The MVHMC 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, volunteers, 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 MVHMC, 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 MVHMC has overall responsibility for health and safety at Milford Village Hall. The persons delegated by the MVHMC to have day to day responsibility for the implementation of this policy are:

Name: Mrs Liz Simmons
Email address: chair.milfordvillagehall@outlook.com

Name: Mr David Couper
Email address: davidmcouper@gmail.com



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It is the duty of all employee(s), volunteers, committee members and other users to take care of themselves and others who may be affected by their activities and to co-operate with the MVHMC 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(s) above, or the Bookings Manager (contact details in the Information to Hirers Folder) 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: Chair
Reporting of accidents: Chair
Fire precautions and checks: Treasurer
Training in use of hazardous substances and equipment: Chair
Risk assessment and inspections: Chair
Information to contractors: Chair and Treasurer
Information to hirers: Bookings Manager
Insurance: Treasurer

A plan of the hall is attached showing the location of fire exits, fire extinguishers and fuse boxes,.

Part 3: Arrangements and Procedures

3.1 Licence

Milford Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

- a. The performance of plays and films
- b. Indoor sporting events
- c. The performance of live and recorded music
- d. The performance of dance
- e. Making music
- f. Facilities for dancing

between the hours of 8.00-23.30 Monday to Sunday excepting 31 December/1 January when the hours are extended to 1.00am.



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3.2 Fire Precautions and Checks

A copy of the most recent fire risk assessment and fire policy including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, fire fighting equipment, assembly point(s) are included in the Information for Hirers handbook.

Person on the Management Committee with responsibility for testing for the fire risk assessment: Chair

Company hired to maintain and service fire safety equipment:

Name: WJ Fire

Address: 18 Highview Business Centre, High Street, Bordon GU35 0AX

Tel No: 01420 476071

Location of service record: Information for Hirers handbook

List of Equipment and its location

Item	Test Interval	Location	Service Date
Fire extinguishers	Annual	See map in Information for Hirers manual	September 2024
Gas water heater	Annual	Kitchen	August 2024
EICR Certificate	5 years	Information for Hirers manual	June 2022
PAT record	Variable	Information for Hirers manual	October 2024
Emergency light testing	Monthly	Fire Safety Log Book in Information for Hirers handbook	October 2024

3.3 Procedure in case of accidents

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

The Royal Surrey County Hospital
Egerton Road
Guildford
Surrey GU2 7XX



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

Milford & Witley Medical Practice
Church Road
Milford

Tel: 01483 414461

The First Aid Box is located in the kitchen.

The person responsible for keeping the first aid box up-to-date is the Chair. The accident book is located in the kitchen. This must be completed whenever an accident occurs. Any accident must be reported to the member of the management committee responsible, who is the Chair (chair.milfordvillagehall@outlook.com). The person responsible for completing RIDDOR forms and reporting accidents is the Chair.

3.4 Safety Rules

All hirers will be expected to read the Conditions of Hire and should sign the Hire Agreement as evidence that they agree to the hiring conditions. All new hirers will also be given information by the Bookings Manager about safety procedures at the hall which they will be expected to follow (eg 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.

Employee(s), volunteers, committee members and other users will be expected to recognise that there is a duty on them to comply with the practices set out by the MVHMC, with all safety requirements set out in the Conditions of Hire and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

A risk assessment for Milford Village Hall has been prepared and is available in the Information for Hirers handbook and on our website. It is the intention of MVHMC 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. It is the responsibility of individual hirers to undertake their own risk assessments that relate to their own activities, where applicable.

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;



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- 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 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 (eg 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;
- Do not allow children on the stage except under close supervision;
- 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 the Bookings Manager; and
- Report every accident in the accident book to the Chair;

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 – these areas should be kept clear at all times to enable emergency evacuation if required;
- Use adequate lighting to avoid tripping in poorly lit areas;
- Risk to individuals while in sole occupancy of the building (see Lone Working Policy);
- Risks involved in handling kitchen equipment, eg cooker, water heater and knives; and
- Creating toppling hazards by piling equipment, eg in store cupboards.

3.5 Contractors

The MVHMC 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 MVHMC;
- The contractors are competent to carry out the work, eg have appropriate qualifications, references, experience;
- Contractors have adequate public liability insurance cover and have undertaken their own risk assessment;



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- Contractors have seen the Information for Hirers handbook and are aware of any hazards which might arise (e.g. electricity cables or gas pipes);
- Contractors have read and understood the asbestos report and signed the record to confirm this;
- Contractors do not work alone 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; and
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Milford Village Hall has Employer’s Liability and Public Liability insurance cover:

Name of Insurer: Ecclesiastical
 Broker: Allied Westminster (Insurance Services) Ltd, Allied House, Holgate Lane,
 Boston Spa LS23 6BN
 Tel No: 01937 845245
 Policy No:432103
 Date of Renewal: 29.05.25

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.

Policy adopted:	30 September 2024
Policy review date:	30 September 2025
Signed: 	Dated: 30.09.24
Role:	Chair of Milford Village Hall Management Committee