

**BOTTESFORD VICTORY COMMEMORATION HALL
(BOTTESFORD VC HALL)**

HEALTH AND SAFETY POLICY



Bottesford VC Hall

Registered Charity 521396

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Document History

Version	Date	Actions
Draft V.01	26.10.2025	BVCH Committee to Review
Draft V.02	18.03.2026	BVCH Committee to Review / Approve
Draft V.03	28.04.2026	BVCH Committee Approval

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Bottesford VC Hall.

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 Bottesford VC Hall Management Committee to comply with all health and safety legislation and to act positively where it can do so to prevent injury, ill health or any danger arising from its activities and operations.

Bottesford VC Hall Management Committee considers the promotion of the health and safety of its employees, contractors and those who use its premises to be of the highest importance. The Management Committee recognises that the effective prevention of accidents depends on a committed attitude of mind to safety as well as the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, committee members, trustees, 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 terms and conditions of hire, the information for hirers 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:

Position: Chair.....

Date: . April 2026.....

Part 2 - Organisation of Health and Safety

The Bottesford VC Hall Management Committee has overall responsibility for health and safety at Bottesford VC Hall.

The person(s) delegated by the Management Committee is shown in Section 2.2

2.1 Contractors, Hirers & Visitors Responsibilities

It is the duty of all contractors, hirers, and visitors to take care and to co-operate with the Management Committee in keeping the premises safe and healthy. They should notify the Hall Manager of any health and safety concerns as they arise. They should also report any accidents or injuries which occur on the premises to the Hall Manager or a member of the Management Committee as soon as possible and record accidents in the accident book in the kitchen.

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 conduct 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 trustee should be present)
- contractors have their own health and safety policy for their staff.
- the contractor knows which member of the Committee oversaw 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.

2.2 Management Committee Responsibilities

The Table below outlines the individual and Committee responsibilities:

Owner	Responsibility
Chair	<ul style="list-style-type: none"> ● Hall Insurance. ● Statutory Licences. ● Ensure Contractors adopt safe working practices. ● Reporting of Accidents to the Regulatory Authority (See RIDOR additional Information below). ● Tracking to Resolution of any H&S issues. ● Building & Other Regulations as required for refurbishment projects.
Secretary	<ul style="list-style-type: none"> ● Health & Safety Policy. ● Health & Safety Risk Assessments & Monitoring. ● Health & Safety Audit. ● Fire Risk Assessment including Fire Evacuation Plan & Drills. ● Organising Fire System/ Emergency Lighting /Extinguisher Tests with Contractor. ● Organising Electrical Equipment Testing (5 year). ● Organising Annual PAT Testing. ● Checking Receipt of Test Certificates Logs, filing in Google Drive. ● Checking weekly/monthly tests conducted.
Caretaker	<ul style="list-style-type: none"> ● Testing of Smoke Alarms, Fire Call Buttons, Fire Exit doors and logging weekly tests. ● Visual Inspection and testing of Defibrillator. ● Visual Inspections of EV charger. ● Visual Inspections of Fire Fighting Equipment ● Visual inspections of electrical and gas equipment. ● Checking hall condition internally and externally and reporting any issues/ health and safety concerns to Secretary/Chair. ● Consulting with the Chair/ Committee Lead on scheduled maintenance and repairs. ● Conducting minor repairs safely.
Hall Manager/ Bookings Manager	<ul style="list-style-type: none"> ● Checking First Aid Kits/ Organising refill. ● Remind Hirers to document accidents in the Accident Book and report accidents other than minor scrapes or cuts to the Hall Manager. ● Provide a report of notified accidents to Chair/ Committee. ● Providing guidance to hirers at the beginning of session, including that they are the temporary responsible person and must always remain at the hall during the period of hire. ● Ensure that hirers provide copies where applicable of their: <ul style="list-style-type: none"> ● Public liability insurance cover ● DBS certificate. ● Music Licences. ● Personal Alcohol Licence Holder Licence. ● Ensure booking system and its operation requires hirers acceptance of the hall terms and conditions and safety procedures within the Information for Hirers documents and Hall Sale of Alcohol Licensing Obligations. ● Report any issues or health & safety concerns to the Secretary/ Chair for action.
Treasurer	<ul style="list-style-type: none"> ● Ensure booking system and its operation requires hirers acceptance of the hall terms and conditions and safety procedures within the Information for Hirers documents and Hall Sale of Alcohol Licensing Obligations.

Contracted Cleaner	<ul style="list-style-type: none"> ● Help maintain a clean and safe village hall. ● Work safely. ● Report Issues to Hall Manager.
Committee	<ul style="list-style-type: none"> ● Receive Health & Safety Reports. ● Review and Approve Documentation. ● Agree and Monitor resolutions.

2.3 Documentation

The following documents are available on the Village Hall website or displayed in the Village Hall as appropriate:

Document(s)	Use
Village Hall Management Committee	Names, Roles, Contact Details
Village Hall Layout	<ul style="list-style-type: none"> ● Location of Fire Exits, fire extinguishers, electricity isolation, water isolation, gas isolation shown in Appendix 1 of this document.
Hirers Information	<ul style="list-style-type: none"> ● Hirer provided with Information for Hirer containing safety checks and procedures, Terms and Conditions, Hall Licensing Obligations (where applicable). ● Hirer Check List provided within Information for Hirers and is on display in the main hall and meeting room.
Health & Safety Folder	<ul style="list-style-type: none"> ● Fire Risk Assessment. ● Evacuation Procedure. ● Copies of Testing Certificates kept in Shared Google Drive.
Health & Safety Policy	This document
Statutory Licences	<ul style="list-style-type: none"> ● MBC Premises licence displayed in entrance hall. ● PRS licence for non-profit community use. ● Copy of personal alcohol licence holder licence required for events /parties not covered by Hall Licence.
Insurance	<ul style="list-style-type: none"> ● Employers Liability Insurance. ● Public Liability Insurance.
Accident Records	<ul style="list-style-type: none"> ● Accident Record Book (kept in First Aid Box).
Fire Appliance Test Certificate Fire Alarm System and Emergency Lighting Test Certificate.	<ul style="list-style-type: none"> ● Test Certificates displayed in Hall Noticeboard.
Fire Action Notices	<ul style="list-style-type: none"> ● Action Notices displayed beside Fire Exits.
Safeguarding Policy for Children and Vulnerable Adults	<ul style="list-style-type: none"> ● Hall Policy for Hirers, Staff, Trustees, Contractors.
Use of Hall Wi-fi and Access Policy	<ul style="list-style-type: none"> ● Hall Policy for Hirers, Staff, Trustees, Contractors.

2.4 Public Safety

The maximum number of persons at the premises shall not exceed 150 persons:

Room	Event Type	Maximum Number
Main Hall	• Dance with tables and chairs.	150
	• Concert/Meeting with seats.	150
	• (Licensed number) /Permitted Number	(350) /150
Meeting Room	Seated tables/chairs	18

Part 3 - Arrangements and Procedures

3.1 Insurance

The hall has in place the following insurance and requires contractors to have in place adequate insurance cover of at least £5m.

Insurance	Renewal	Responsibility	Details
Hall	Yearly	Chair/Treasurer	Allied Westminster.
Indemnity for Trustees	Yearly	Chair /Treasurer	
Contractors	As Required	Chair	Checking that contractors have adequate insurance cover.

3.2 Statutory Licences

The Chair ensures that the hall premises licence is displayed on the main noticeboard at all times.

Licence	Renewal	Responsibility	Details
Premises Licence	Yearly	Chair	<ul style="list-style-type: none"> Permitted activities and restrictions as shown on the licence.
PRS Licence	Yearly	Chair	<ul style="list-style-type: none"> Performing Rights Society for Community Buildings.

3.3 Hall Fabric and Furniture

Item	Frequency	Responsibility	Details
Floors	All Times	All Users/ Contracted Cleaner/ Chair/ Committee Lead/ Caretaker	<ul style="list-style-type: none"> Maintaining all floors in a clean, safe condition. Hall floor regularly inspected/maintained as per maintenance schedule.
Tables and Chairs	All Times	All Users/ Hall Manager/ Caretaker	<ul style="list-style-type: none"> Hirers must return tables and chairs to their allotted positions (see diagrams and pictures in the hall). Chairs stacked no higher than six chairs. The Hall Manager/Caretaker routinely check tables and chairs for signs of damage.
Cleaning	Weekly	Contractor/ Cleaner	<ul style="list-style-type: none"> Inform the Hall Manager/Chair of any potential risks. Cleaning materials are in the locked storeroom. Cleaning products kept in a locked cleaner's cupboard. Cleaning company to provide a copy of their public liability insurance
Access	When used	Authorised users	<ul style="list-style-type: none"> All users of ladders and other access

Equipment and Working at Height		only	equipment should adhere to working at height regulations.
Access Equipment	Yearly	Chair/Secretary/Caretaker	<ul style="list-style-type: none"> • Maintenance check of access equipment conducted including: <ul style="list-style-type: none"> - Any freestanding ladders - Pull down loft ladder
Major Refurbishment Work	As Required	Chair or delegate	<ul style="list-style-type: none"> • Any necessary building consents/certificates obtained. • Appropriate professional advice and expertise obtained. • Works reported to hall insurer prior to commencement.
Managing Contractors	As and when required	Chair	<ul style="list-style-type: none"> • Chair to check any necessary method statements and risk assessments prior to work commencing. • Chair or other responsible person to monitor contractors conducting minor works whilst on site. • Project Manager hired to monitor contractors on any large project.
Gritting	N/A	Committee	<ul style="list-style-type: none"> • The Hall Policy is not to grit the outside area in wintry weather.

3.4 Fire Precautions

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Item	Frequency	Responsibility	Details
No Smoking	All Times	All users of the Hall	<ul style="list-style-type: none"> • No Smoking notices • No Smoking includes e-cigarettes(vaping)
Fire Exits and Escape Routes	All Times	All users of the Hall	<ul style="list-style-type: none"> • Ensure all fire exits and escape routes are free of obstructions.
Emergency Lighting	Monthly visual checks Annually	Caretaker Secretary/Lindum Fire Ltd	<ul style="list-style-type: none"> • Ensure Emergency Lighting working and record checks. • Annual test by a competent contractor. • Inspection Certificates displayed.
Fire Alarm System	Weekly	Caretaker	<ul style="list-style-type: none"> • Tests Alarm weekly.
Fire Alarm System/Smoke Detectors	Bi-Annually	Secretary/Lindum Fire Ltd	<ul style="list-style-type: none"> • Bi-Annual test by a competent contractor. • Inspection Certificates displayed at hall.
Fire Drills	Yearly	Responsible Person	<ul style="list-style-type: none"> • Schedule a fire drill for

		(Secretary)	hirers /Committee.
Fire Extinguishers	Weekly Annually	Caretaker / Responsible Person (Secretary) Secretary/Lindum Fire Ltd	<ul style="list-style-type: none"> • Visual checks weekly • Annually Tested by competent contractor Inspection certificates displayed.
Fire Safety Risk Assessment	Yearly Review	Responsible Person (Secretary)/ Committee	<ul style="list-style-type: none"> • Review annually. • Review if incident occurs and makes changes where necessary.

3.5 Electrical and Gas Equipment Testing

Item	Frequency	Responsibility	Details
Portable Electrical Equipment	All Times	Hirers	<ul style="list-style-type: none"> • Any electrical equipment brought into the Hall by contractors or hirers must be in safe condition and have been PAT tested within the last 12 months. • Stated on booking confirmation.
Village Hall owned Portable Electrical Equipment	Yearly	Responsible Person (Secretary) / Contractor	<ul style="list-style-type: none"> • Portable Appliance Testing (PAT) of Village Hall Owned Equipment.
Certificate of Electrical Safety	Every 5 Years	Responsible Person (Secretary) / Contractor	<ul style="list-style-type: none"> • Fixed Wiring and RCD isolation Equipment Testing.
Gas Cooker & Boiler	Yearly	Responsible Person (Secretary) / Contractor	<ul style="list-style-type: none"> • Test undertaken annually and Certificates Provided

3.6 Food Hygiene

Item	Frequency	Responsibility	Details
Kitchen	Quarterly	Management Committee Workgroup/ Hall Cleaner	<ul style="list-style-type: none"> • Weekly clean <ul style="list-style-type: none"> - Fridges, rubbish bins, cupboards • Check and Clean as required: cups, plates, cutlery • Users reminded of good practice via appropriate signage

Preparing Food	Requirement
Village Hall Committee	<ul style="list-style-type: none"> • If applicable, at least one Committee member will hold a Food Hygiene Certificate. • That Committee member or appointed delegate will be present at any village hall Committee run event where food is available.
All Hirers	<ul style="list-style-type: none"> • The Hirer has, if preparing, serving, or selling food responsibility for observing all relevant food health and hygiene legislation and regulations and safe practice. • The hirer should hold as a minimum a Level 2 Food Hygiene Certificate for hires involving cooking or food preparation. • The hirer/caterer cannot bring deep fat fryers into the hall.

3.7 Accidents and Defective Equipment

Items	Frequency	Responsibility	Details
First Aid	As Required	All users of the hall	<ul style="list-style-type: none"> • The First Aid Box is in the kitchen and is available for use by anyone sustaining an injury within the Village Hall. • Accidents recorded in the accident book in the first aid cabinet.
First Aid Box	Quarterly	Hall Manager /Bookings Secretary	<ul style="list-style-type: none"> • Contents checked and replaced, as necessary.
Accident Records	When they occur	All users of the hall/Hall Manager	<ul style="list-style-type: none"> • Hirers must record any accidents in the Accident Book located in the kitchen. • The Hall Manager must notify the Chair or nominated person as soon as possible of serious accidents.
Defect Reporting	As required	All users of the hall	<ul style="list-style-type: none"> • Hirers should report defects to the Hall Manager. • Hirers or the Hall Manager should remove defective equipment from use and mark as defective.
Accident Reporting	As soon as possible	Chair	<ul style="list-style-type: none"> • The Chair must report all serious accidents or incidents to the appropriate authorities.

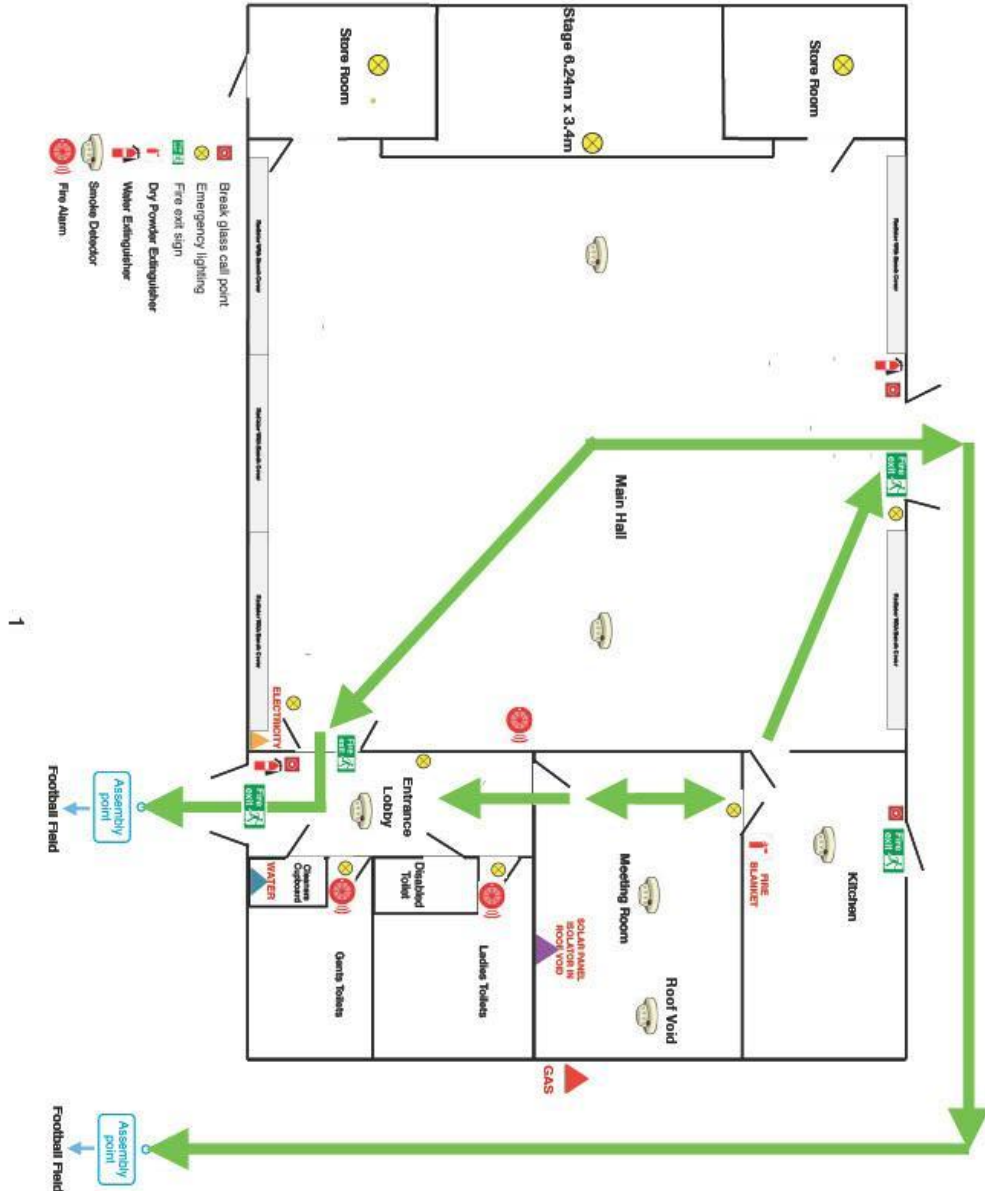
3.8 Health and Safety Procedures

Item	Frequency	Responsibility	Details
Health and Safety Policy	Yearly	Lead /Committee	<ul style="list-style-type: none"> Review this document, and update if required
Health and Safety Risk assessment and inspections	Yearly	Lead /Committee	<ul style="list-style-type: none"> External assessors will be engaged, where possible, at least once every five years
Health and Safety at the Hall Training	As Required	Lead /Committee	<ul style="list-style-type: none"> Normally to new contractors
Resolution of any Health Safety issues identified	As Identified	Lead /Committee	<ul style="list-style-type: none"> Report progress to Chair

3.9 Public Events

Item	Frequency	Responsibility	Details
Functions	Per Hire	Hirer	<ul style="list-style-type: none"> Hirers can access information via the website, e-copy and at the hall. This includes the following documents: <ul style="list-style-type: none"> Terms and Conditions of Hire Information for Hirers (covering health and safety information, fire evacuation procedures and clearing away instructions) Hall Sale of Alcohol Licensing Obligations Health and Safety Folder in the kitchen This document The Committee displays the MBC Hall Licence on the internal noticeboard at the hall.

Appendix 1 - Hall Layout



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Appendix 2 - Hazardous Chemicals

The Table below lists cleaning and other chemicals stored at the hall in a locked cleaner's cupboard in the hall lobby and is not accessible by the public.

Purchased By Hall/Cleaning Contractor	Chemical Name	Safety Warnings on Label
Cleaning Contractor	C2 Floor Cleaner 2 litre bottles	<ul style="list-style-type: none"> • Highly concentrated slightly alkaline floor cleaner. • Dilute to use as per label. • Hazardous can cause serious eye irritation. • Warnings: Wash hands thoroughly after handling. Avoid contact with eyes. Rinse with water and seek medical attention if required. Keep out of reach of children
Cleaning Contractor	Bona Floor Cleaner X 5 litre bottles	<ul style="list-style-type: none"> • Highly concentrated slightly alkaline floor cleaner. • Dilute to use as per label. • Hazardous can cause serious eye irritation. • Warnings: Wash hands thoroughly after handling. Avoid contact with eyes. Rinse with water and seek medical attention if required. Keep out of reach of children.
Hall Committee for Cleaner use.	Zoflora Power Bathroom Spray Cleaner X 1 litre bottles	<ul style="list-style-type: none"> • Diluted, ready-prepared domestic cleaning spray. • Warnings: Can cause serious eye irritation and severe skin burns. Wash hands thoroughly after handling. Avoid contact with eyes. Rinse with water and seek medical attention if required. • Keep out of reach of children.
Cleaning Contractor	Enviro W1 Washroom Bacterial Cleaner X 1 litre bottles	<ul style="list-style-type: none"> • Concentrated product dilute before use. Wear protective gloves and eye protection to avoid injury. • Warnings: Can cause severe skin burns and eye damage. Avoid contact with eyes. Rinse with water and seek medical attention. Keep out of reach of children.
Cleaning Contractor	Enviro W2 Interior Hard Surface Cleaner X 1 litre bottles	<ul style="list-style-type: none"> • Concentrated cleaner dilute before use. Wear protective gloves and eye protection to avoid injury. • Warnings: Can cause serious

		eye damage and allergic skin reactions. Wash hands thoroughly after handling. Avoid contact with eyes. Rinse with water and seek medical attention if required. Keep out of reach of children
Cleaning Contractor	Jango Professional Chlorine Tablets for Gents Urinals X 200 Tablets	<ul style="list-style-type: none"> • Concentrated product. Can cause serious eye irritation and skin reactions. • Warnings: Wash hands thoroughly after handling. Avoid contact with eyes. Rinse with water and seek medical attention if required. Keep out of reach of children
Cleaning Contractor	Jango Professional Bleach X 1 litre bottles	<ul style="list-style-type: none"> • Concentrated product. Can cause severe skin burns and eye damage. • Warnings: Do not use together with other products. Wear protective gloves/ clothing/ eye protection. Rinse with water and seek medical attention if required. Keep out of reach of children
Hall Committee (purchased during Covid restrictions)	Zidac Antibacterial Hand Gel X 5 Litre Bottles.	Avoid contact with eyes.
Hall Committee	Kilrock Kettle Descal15er Tablets	Warnings: Can cause serious eye irritation. Rinse eyes with water for several minutes. Take out contact lenses and continue rinsing. Seek medical attention if required. Keep out of reach of children.
Hall Committee for Caretaker	WD 40 Spray Cannister	Extremely Flammable. Use only as directed. Keep out of the reach of children.
Hall Committee for Caretaker	Weedol Pathclear Weedkiller	Read all safety instructions before use.