

# Harley Village Hall - Safety Practices

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The following safety practices must be followed to minimise risk to those hiring or working within the hall.

- **Make sure that all emergency exit doors are clear and unlocked as soon as the hall is occupied and throughout the hiring period**
- **Do not** park any vehicle on the driveway, access is required for emergency vehicles and to the neighbouring house at all times
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc
- **Do not** work at height or on steps/ ladders until they are properly secured and another person is present
- **Do not** leave portable electrical or gas appliances operating whilst unattended
- **Do not** bring onto the premises any portable electrical appliances which have not been Portable Appliance Tested
- **Do not** attempt to move heavy or bulky items without assistance and the use of any necessary equipment
- **Do not** stack chairs more than 6 high
- **Do not** allow children in the kitchen except under close supervision
- **Avoid** overcrowding in the kitchen **do not** allow running
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment to the bookings secretary
- **Report** every accident to the bookings secretary (stock of accident report forms at back of this manual) and record in the accident book

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 umbrellas, brooms and other items left in hall and corridors
- Use adequate lighting for the task especially in poorly lit areas
- Risk to individuals whilst in sole occupancy of the building
- Risks involved in handling kitchen equipment e.g. Cookers, Microwaves, Water Heater
- Creating toppling hazards by piling equipment e.g. in store cupboards

# Harley Village Hall – Contractor Safety Practices

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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 contractor and the committee
- the contractors are competent to carry out the work requested e.g. the contractor has 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)
- contractors do not work alone on ladders at height
- 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 building control/ Institute of Electrical Engineers regulations

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

The management committee will review this policy annually. (For details of the latest annual review see Appendix B at the back of this manual)

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.

## **Insurance**

Details of the halls current insurance policy are shown on the attached copy of the insurance certificate.

# Harley Village Hall – Risk Assessment Record

## EXTERIOR FOOTPATH & STEPS

Assessor: V. Scott    Date: 28/02/2010

(For details of the latest annual review see  
Appendix D at the back of this manual)

Hazard	Frequency + Severity = Risk		
1. Tripping on steps (floodlights provided)	2	2	4
2. Tripping on path kerbstone (floodlights provided)	2	2	4
3. Contact with vehicles when crossing between path and car park	1	3	4

Further action on risks assessed as 5 or above

No	Present Control Measures	Adequate Y/N	Suggested Improvement

Further Actions and Recommendations:

When the hall is being used during the hours of darkness, the car park floodlights and path lights must be kept switched on. (Note added 11.07.2017)

## Risk Ratings Scores

Probable frequency: 1.Improbable 2.Possible 3.Occasional 4.Frequent 5.Regular 6.Common

Severity of Injury: 1.Trivial 2.Minor 3.Major 4.Major to many people 5.Death 6.Multiple Deaths

# Harley Village Hall – Risk Assessment Record

**ENTRANCE/COVERED WALKWAY  
& COURTYARD**

Assessor: V. Scott    Date: 28/02/2010

(For details of the latest annual review see  
Appendix D at the back of this manual)

Hazard	Frequency + Severity = Risk		
1. Slip on wet floor	2	2	4
2. Trip hazard (e.g. door runners/ chairs/ items left)	3	1	4
3. Electric shock from switches/ heaters	1	3	4
4. Trip Hazard - door mat not in doormat well	2	2	4
5. Collision hazard – people crossing or opening doors	2	1	3

Further action on risks assessed as 5 or above

No	Present Control Measures	Adequate Y/N	Suggested Improvement

Further Actions and Recommendations:

## Risk Ratings Scores

Probable frequency: 1.Improbable 2.Possible 3.Occasional 4.Frequent 5.Regular 6.Common

Severity of Injury: 1.Trivial 2.Minor 3.Major 4.Major to many people 5.Death 6.Multiple Deaths

# Harley Village Hall – Risk Assessment Record

## KITCHEN

Assessor: V. Scott Date: 28/02/2010

(For details of the latest annual review see  
Appendix D at the back of this manual)

Hazard	Frequency + Severity = Risk		
1. Slip on wet floor (Low slip flooring fitted)	2	2	4
2. Electric shock from sockets	1	2	3
3. Falling item – Badly stacked items on storage shelves	2	2	4
4. Electric shock from portable appliances	1	3	4
5. Fire exits blocked	1	4	5
6. Burn from hot surfaces (esp children)	3	2	5
7. Scalding from hot water	1	2	3
8. Ingestion of cleaning chemicals (chemicals kept out of reach of small children)	1	3	4
9. Trip over or bump into open appliance or cupboard door	3	1	4

### Further action on risks assessed as 5 or above

No	Present Control Measures	Adequate Y/N	Suggested Improvement
5	Multiple exits available, part of hirers t&c's that exits are open and accessible	y	
6	Users of kitchen to take all reasonable precautions to prevent injury from hot surfaces	y	

Further Actions and Recommendations:

### Risk Ratings Scores

Probable frequency: 1.Improbable 2.Possible 3.Occasional 4.Frequent 5.Regular 6.Common

Severity of Injury: 1.Trivial 2.Minor 3.Major 4.Major to many people 5.Death 6.Multiple Deaths

# Harley Village Hall – Risk Assessment Record

## MAIN HALL & REAR STORE

Assessor: V. Scott Date: 28/02/2010

(For details of the latest annual review see  
Appendix D at the back of this manual)

Hazard	Frequency + Severity = Risk		
1. Slip on wet floor	2	2	4
2. Electric shock from sockets	1	2	3
3. Falling item – Badly stacked items on storage shelves	2	2	4
4. Trip Hazard – Items left on floor (keep aisles clear)	2	2	4
5. Electric shock from main electrical distribution board	1	5	6
6. Incorrect moving of heavy items (Persons moving items need to assess own ability to move item safely)	2	2	4
7. Electric shock from portable appliances	1	3	4
8. Fire exits blocked	2	6	8
9. Too many people (maximums laid out in T&C)	2	2	4
10. Burn from Heating system	1	2	3
11. Trip Hazard – Carpet edge	2	2	4

### Further action on risks assessed as 5 or above

No	Present Control Measures	Adequate Y/N	Suggested Improvement
5	Fully maintained and compliant electrical installation	Y	
8	Multiple exits available, part of hirers t&c's that exits are open and accessible	Y	

Further Actions and Recommendations:

### Risk Ratings Scores

Probable frequency: 1.Improbable 2.Possible 3.Occasional 4.Frequent 5.Regular 6.Common

Severity of Injury: 1.Trivial 2.Minor 3.Major 4.Major to many people 5.Death 6.Multiple Deaths

# Harley Village Hall – Risk Assessment Record

## TOILETS

Assessor: V. Scott Date: 28/02/2010

(For details of the latest annual review see  
Appendix D at the back of this manual)

Hazard	Frequency + Severity = Risk		
1. Slip on wet floor (low slip flooring fitted)	2	2	4
2. Electric shock from hand drier/ heater	1	3	4
3. Scalding from hot water	1	2	3
4. Ingestion of cleaning chemicals (chemicals kept out of reach of small children)	1	3	4

Further action on risks assessed as 5 or above

No	Present Control Measures	Adequate Y/N	Suggested Improvement

Further Actions and Recommendations:

## Risk Ratings Scores

Probable frequency: 1.Improbable 2.Possible 3.Occasional 4.Frequent 5.Regular 6.Common

Severity of Injury: 1.Trivial 2.Minor 3.Major 4.Major to many people 5.Death 6.Multiple Deaths

# Harley Village Hall – Risk Assessment Record

## LOFT

Assessor: V. Scott Date: 28/02/2010

(For details of the latest annual review see  
Appendix D at the back of this manual)

Hazard	Frequency + Severity = Risk		
1. Fall -Incorrect locking of loft ladder (User to be responsible for checking operating condition of ladder)	2	2	4
2. Slip or Fall – From Loft ladder	2	2	4
3. Falling item – Incorrect handling of items into or out of loft	2	2	4
4. Falling item – Badly stacked items on shelves	2	1	3
5. Trip Hazard – Items left on floor (Use lights & keep aisles clear)	2	1	3
6. Fall into open loft hatch	1	3	4

## Further action on risks assessed as 5 or above

No	Present Control Measures	Adequate Y/N	Suggested Improvement

Further Actions and Recommendations:

## Risk Ratings Scores

Probable frequency: 1.Improbable 2.Possible 3.Occasional 4.Frequent 5.Regular 6.Common

Severity of Injury: 1.Trivial 2.Minor 3.Major 4.Major to many people 5.Death 6.Multiple Deaths



# Harley Village Hall – Risk Assessment Record

## FIRE

Assessor: V. Scott Date: 28/02/2010

(For details of the latest annual review see  
Appendix C at the back of this manual)

Sources of Ignition	Frequency + Severity = Risk		
<p>1. <b>Cookers and Ovens:</b> All electrical, no naked flame present.</p> <ul style="list-style-type: none"> <li>Hirers must ensure adjacent surfaces are clear of combustible materials</li> <li>Hirers must ensure that items cooking are constantly attended</li> </ul> <p>All appliances will be checked as part of the annual electrical inspection</p>	2	4	6
<p>2. <b>Smoking:</b> Harley Village Hall is a designated no smoking building</p> <ul style="list-style-type: none"> <li>Hirers must ensure that smoking is not conducted in or around the immediate vicinity of the hall, this includes the enclosed courtyard, porch/ undercover and paved areas</li> </ul>	1	1	2
<p>3. <b>Portable Electrical Equipment:</b></p> <ul style="list-style-type: none"> <li>Hirers bringing portable electrical items into HVH must ensure that they are properly maintained and do not present an increased risk of fire</li> </ul> <p>Portable electrical equipment belonging to Harley Village Hall will be tested as part of the general electrical inspection</p>	2	2	4
<p>4. <b>Flammable Liquids:</b> All flammable liquids (e.g. cleaning fluids) are to be kept in the designated cupboards when not in use.</p> <ul style="list-style-type: none"> <li>Hirers must ensure that flammable liquids are not introduced to hot surfaces e.g. surface cleaners sprayed onto hot cooking surfaces</li> </ul>	2	2	4
<p>5. <b>General Electrical Equipment:</b> All electrical equipment has been installed in accordance with current regulations.</p> <ul style="list-style-type: none"> <li>Hirers must ensure that care is taken not to introduce liquids into any electrical device/ outlet</li> <li>Hirers must not open/ remove any protective cover from any electrical device</li> </ul> <p>All electrical installations will be checked as part of the general electrical inspection</p>	1	3	4
<p>6. <b>Combustible Materials:</b></p> <ul style="list-style-type: none"> <li>Hirers must ensure that combustible material (e.g. Paper, Dish Towel) is keep clear of hot surfaces and other possible ignition sources</li> <li>Hirers must not place any item onto or in the near vicinity of any heater</li> </ul>	2	3	5

<ul style="list-style-type: none"> <li>Hirers must ensure that all waste is completely removed from the premises following completion of their hire period</li> </ul>			
<p>7. <b>Deliberate Ignition:</b> The external area is kept clear of items likely to be vulnerable to deliberate vandalism or arson e.g. waste bins. In addition the external storage area is gated and locked.</p> <ul style="list-style-type: none"> <li>Hirers must ensure that all waste is completely removed from the premises following completion of their hire period</li> </ul> <p>The management committee will inspect the exterior of the building monthly, to check for fire hazards.</p>	1	3	4

Further action on risks assessed as 5 or above

No	Present Control Measures	Adequate Y/N	Suggested Improvement
1	<ul style="list-style-type: none"> <li>Keep areas clear of combustible material</li> <li>Electrical inspection</li> </ul>	Y	
6	<ul style="list-style-type: none"> <li>Keep areas clear of combustible material</li> <li>Electrical inspection</li> </ul>	Y	

People At Risk	Frequency + Severity = Risk		
<p><b>Management Committee:</b> HVH does not employ any staff and it is likely that if anyone is in the premises alone, they will be a member of the management committee and will be familiar with the Hall and its layout/ fire equipment.</p>	1	1	2
<p><b>Hirers/ Visitors/ Contractors:</b> HVH has a simple layout with which visitors can easily familiarise themselves; the main hall, kitchen and covered link having multiple exit options. There is a full compliment of fire equipment available, including smoke detectors and push button alarms. All fire exits are clearly marked and are fitted with internal “no key” opening locks (the main porch entrance door needs to be unlocked by key on entry) or emergency push bar. The hall also has emergency lighting which marks the fire exit points.</p> <p>Fire extinguishers are provided in the Kitchen, Glazed link, Cloakroom and Main Hall (locations clearly marked with appropriate signage). In addition a fire blanket is located in the kitchen.</p> <p>All electronic detection equipment will be tested once per month by the HVH appointed committee member, all fire extinguishers will be tested annually by the HVH appointed certification provider.</p>	2	3	5
<p><b>Disabled Persons:</b> Hirers need to be aware that visitors with impaired mobility, hearing or sight may take longer to evacuate the premises and may require assistance to do so. Wheelchair access is available directly through the main entrance doors and portable ramps are available to aid entry and exit through the remaining</p>	2	2	4

exits. (Ramps are located in Hall rear storage area next to fire exit)			
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#### Further action on risks assessed as 5 or above

Present Control Measures	Adequate Y/N	Suggested Improvement
<ul style="list-style-type: none"> <li>• Keep fire exits clear</li> <li>• Weekly test of fire warning system</li> <li>• Annual inspection of fire equipment</li> <li>• Monthly test of emergency lighting</li> <li>• Six monthly inspection of emergency lighting</li> <li>• Ensure hirers/ visitors are aware of fire prevention requirements</li> </ul>	Y	

<p>Further Actions and Recommendations:</p>          
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#### Risk Ratings Scores

Probable frequency: 1.Improbable 2.Possible 3.Occasional 4.Frequent 5.Regular 6.Common

Severity of Injury: 1.Trivial 2.Minor 3.Major 4.Major to many people 5.Death 6.Multiple Deaths

# Harley Village Hall – Risk Assessment Record

## RESPIRATORY INFECTION (Including COVID-19)

Assessor: E.Sherwin

Date: 26/4/2023

(For details of the latest review see  
Appendix E at the back of this manual)

	Hazard	Frequency	Severity	Risk
<b>1.</b>	<b>Risk of infection</b>			
<b>1.a</b>	Infected person attends the hall	3	3	6
<b>1.b</b>	Inadequate fresh air	1	3	4
<b>1.c</b>	Contaminated surfaces	2	3	5
<b>1.d</b>	Poor personal hygiene	2	3	5

Further action on risks assessed as 5 or above

	Present control measures	Adequate	Suggested Improvement
<b>1.a</b>	Hirer information requests that users should not attend if unwell.	Y	
<b>1.c</b>	Cleaning materials and Antiseptic wipes available.	Y	
<b>1.d</b>	Wash hands poster in toilets and kitchen. Hand Sanitiser readily available.	Y	

Risks of harmful infection at the hall are no greater than the risk of harmful infection that may be experienced by a person in normal day-to-day life.

### Risk Ratings Scores

Probable frequency: **1.**Improbable **2.**Possible **3.**Occasional **4.**Frequent **5.**Regular **6.**Common

Severity of Injury: **1.**Trivial **2.**Minor **3.**Major **4.**Major to many people **5.**Death **6.**Multiple Deaths

# Harley Village Hall – Fire & Emergency Policy

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Harley Village Hall Committee (HVHC) is committed to providing a safe environment for all Hirers and visitors to Harley Village Hall (HVH). To this end, HVHC has conducted a Fire Risk Evaluation for HVH on 8<sup>th</sup> February 2010 and will update this risk evaluation on an annual basis.

HVHC has adopted a reduced risk standpoint where reducing the possible sources of ignition, fuel and oxygen for a fire, has been the priority, therefore:

- all appliances are electrical with no naked flame
- all heating is electrical with no naked flame
- flammable liquids are kept in cupboards when not in use
- waste material is removed from the site
- there is a minimum of combustible fabric present (chair coverings etc are from reputable suppliers and comply with current fire regulations standards)
- HVH has a strict No-Smoking policy
- HVH exterior portable heaters are strictly for use outside of the building
- HVH appliances and portable electrical equipment will be maintained in good condition and be subject to an electrical test in conjunction with the testing of the main electrical systems

In addition to reducing the risk of fire HVH has an integral fire alarm system (with “break glass” type activation buttons), smoke detectors and emergency lighting. Fire extinguishers and a fire blanket are also placed at strategic points with clear and comprehensive signage indicating their positions.

Hirers must take all reasonable precautions to prevent a fire and have a duty to ensure that they:

- are familiar with the location and use of the Fire Exits, Fire Alarms and Fire Extinguishers
- keep all exit routes clear
- ensure that the maximum number of persons in HVH does not exceed its maximum capacity (see hiring T&C's)
- ensure that any portable electrical item brought onto the premises is in good repair and does not pose an increased risk of fire
- ensure that naked flames (such as cake candles) are used with extreme caution
- report to bookings secretary any malfunction or damage identified during the hire period

# Emergency Policy

Harley Village Hall's address is:-

Shrewsbury Road, Harley, Nr. Shrewsbury, SY5 6LW

The hall is located 250 yards north of St. Mary's Church

Fire Brigade/Ambulance: Dial 999

## 1 Fire

- Raise Fire Alarm & Evacuate Building – Assemble at far perimeter of car park away from building
- Call Fire Brigade Tel 999 & alert occupants of The School House
- Close windows & doors (where safe to do so)
- Fire extinguishers in kitchen, glazed link, main hall, cloakroom
- Fire blanket in kitchen)

## 2 Medical Emergency

- Nearest Doctors' surgery Cressage Health Centre Tel 01952 511166
- Out of hours – Weekday evenings - 6pm to 8.30am, and all day weekends and bank holidays – Tel 111
- First Aid Kit: **located in kitchen above small sink**

## 3 Other emergency

- Main Electricity Switch: operated by key on either side of entrance door (emergency lighting will operate when electricity supplies switched off or interrupted)
- Water: stopcock: **Kitchen - under main sink, Rear storage area - under sink**

## 4 All emergency situations

- to be reported to bookings secretary and recorded in the accident book

## **Safety Procedures when hiring Harley Village Hall**

1. Read Emergency Policy
2. Familiarise yourself with location of fire extinguishers
3. Unlock main entrance door (to facilitate rapid exit in case of emergency)
4. Ensure emergency exit doors are kept clear at all times
5. Read and understand the Fire-Risk Assessment and carry out your own Fire-Risk Assessment if you introduce a new source of ignition or flammable materials
6. Hirer to be responsible for:
  - a) Raising alarm
  - b) Supervising evacuation
  - c) Reporting incidents/ accidents/ hazards to bookings secretary
7. Complete a simple building check on departure
  - a) Electricity off when leaving premises – especially main switches
  - b) Water off at all sink taps
  - c) Heating off in main hall
  - d) Windows closed
  - e) External doors (& emergency exit doors) closed/bolted/locked
  - f) Rubbish (including kitchen bin) emptied and removed from site

# Harley Village Hall –Health & Safety Policy

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Our policy is to:

- Provide healthy and safe conditions, equipment and systems for our hirers, volunteers and committee members
- Keep the village hall and equipment in a safe condition for all users
- Provide such training and information as is necessary to achieve our aims to anyone who uses, visits or works in the village hall

It is the intention of Harley 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.

The Harley Village Hall Management Committee considers the promotion of the health and safety of those who use the premises including contractors who work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a commitment to safety as on the operation and maintenance of equipment and safe systems of work. To this end the members will themselves engage in the establishment and observance of safe working practices and will seek to encourage hirers, visitors and contractors to do the same.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with all safety requirements set out in the Hiring Agreement, the Operating Instructions and Emergency Procedures together with any instructions in the hall and to accept responsibility to do everything they can to prevent injury.

Signed (on behalf of the Management Committee)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

# Organisation

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Harley Village Hall Management Committee has overall responsibility for health and safety at Harley Village Hall. Health and safety is reported on and discussed at every meeting of the management committee.

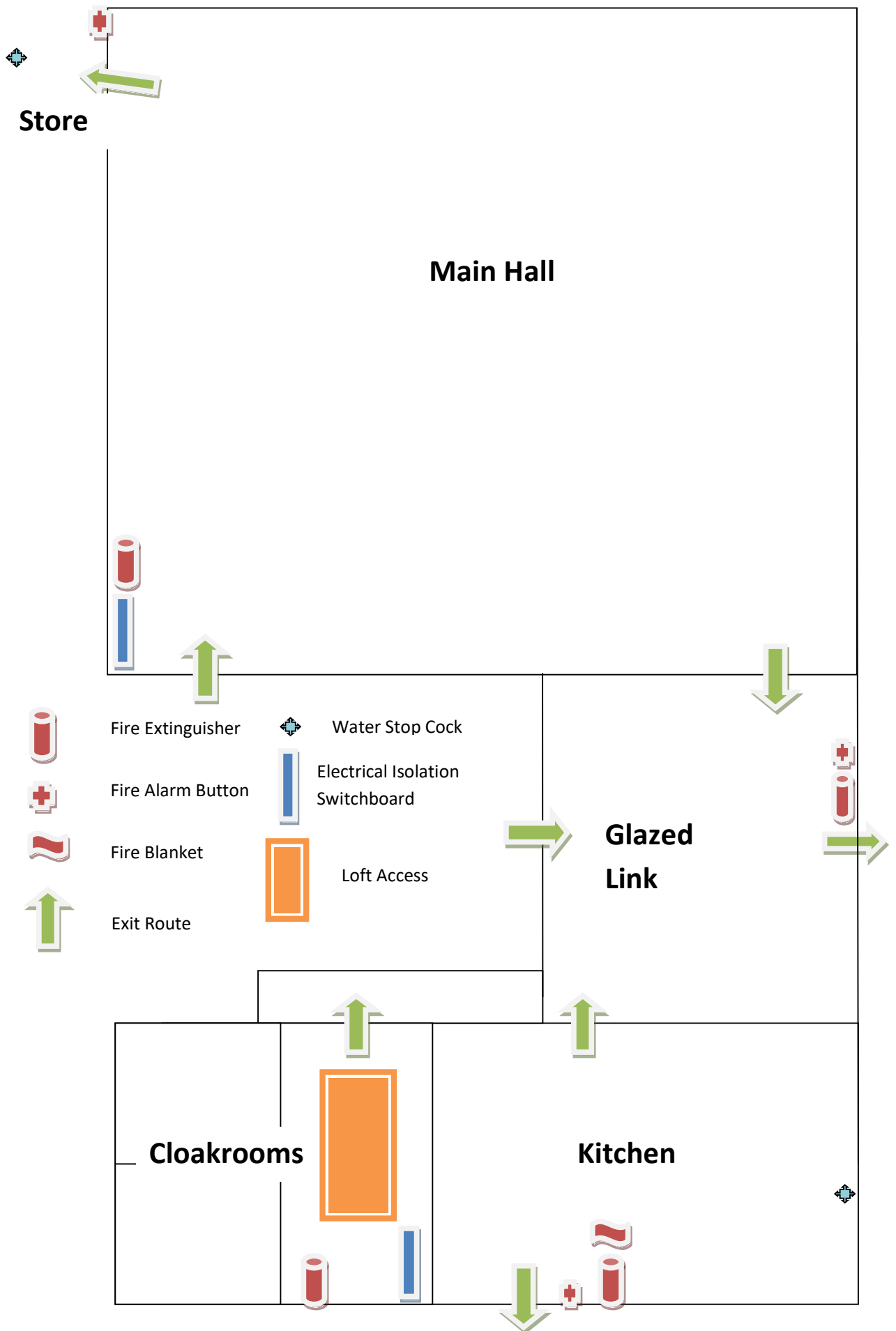
Each year the management committee will designate one member of the committee to have day to day responsibility for the implementation of the policy. Other aspects of health and safety will also be allocated to committee members. Details of the persons currently designated are given in Appendix A at the back of this manual.

It is the duty of all 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 ensuring that the premises including the car park and marquees (if erected) are safe and do not pose a risk to the health of those using the hall.

Should anyone using the hall identify a fault, damage or any other situation which could potentially cause injury (which cannot be immediately rectified), they should inform the bookings secretary as soon as possible so that the issue can be resolved. Where equipment is damaged a notice should be placed on the item warning that it should not be used and again the bookings secretary should be informed.

A plan of the hall is attached showing the location of main isolating switch and distributor boards, fire exits, fire extinguishers, mains water valves and loft access.





# Harley Village Hall –Health & Safety Policy

**ANNUAL REVIEW**

**June 2025**

## **Appendix A**

The person currently designated by the management committee to have day to day responsibility for the implementation of the policy is	Elaine Sherwin
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The following persons have responsibility for specific items:-	
First Aid Box	Victoria Todd
Reporting Accidents	Victoria Todd – Booking secretary
Health & Safety checks	Elaine Sherwin
Fire precautions & weekly testing of alarm	Graham Edwards
Monthly testing of emergency lighting	Graham Edwards
Equipment safety & training	Elaine Sherwin
Information to contractors	Neil Campbell
Information to hirers	Victoria Todd – Booking secretary
Insurance	Richard Corbett

## **Appendix B**

The management committee have reviewed:-	Signed:-
The Health & Safety Policy	.....
Safety Practices	(Chair)
Fire & Emergency Policy	.....
All matters requiring alteration have been noted in the management committee's minute book, and the necessary changes have been made in this manual.	(Health & Safety Representative)
	Date .....

# Harley Village Hall –Health & Safety Policy

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**ANNUAL REVIEW**

**June 2025**

## **Appendix C**

The Fire Risk Assessment has been reviewed and all matters requiring alteration have been recorded in the management committee's minute book, and the necessary changes have been made in this manual.	Signed:- ..... (Health & Safety Representative)  Date .....
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## **Appendix D**

<p>The Risk Assessments for the following areas have been reviewed;-</p> <p>The loft Toilets Kitchen Hall &amp; rear storage area Entrance/covered walkway &amp; courtyard Exterior footpaths &amp; steps</p> <p>All matters requiring alteration have been recorded in the management committee's minute book, and the necessary changes have been made in this manual.</p>	Signed:- ..... (Health & Safety Representative)  Date .....
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## **Appendix E**

The Covid - 19 Risk Assessment has been prepared and reviewed and incorporated into this manual. A note to this effect has been recorded in the management committee's minute book.	Signed:- ..... (Health & Safety Representative)  Date .....
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