

**The Croft Hall Trustees**  
**The Croft, Hungerford,**  
**Berkshire, RG17 0HY**  
[www.crofthall.co.uk](http://www.crofthall.co.uk)



## **Health and Safety Policy**

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This Health and Safety Policy was adopted by affirmative resolution of the Croft Hall Trustees at their meeting held on 25 May 2021

Signed by Chairman, Croft Hall Trustees

Name: Chris Dodd

Signature

Signed by the Health and Safety Officer, Croft Hall Trustees

Name: Richard Fradgley

Signature

This policy will be reviewed and updated at the Croft Hall AGM in March 2022

## **1. General Statement of Policy**

**The Health, Safety and Welfare of all those managing, using, and visiting the Croft Hall, Hungerford is always paramount.**

The policy of the Croft Hall Trustees is to ensure that the Croft Hall is always maintained in a safe condition for use by hirers and other users, visitors, contractors and employees and any other persons lawfully using or in occupation of the premises and of any of its facilities.

To this end it is the intention of the Croft Hall Trustees to

- comply with all Health and Safety legislation and related regulations
- to ensure that all appropriate actions and precautions are taken to minimise the risk of loss, accident, injury, or damage occurring during the use of the Croft Hall as a result of any fire or other foreseeable risk
- to ensure that all contractors have appropriate qualifications and experience, undertake to observe all relevant statutory regulations and professional codes of practice, and accepted safe working practices, and have adequate public liability insurance.

For their part, all users, visitors, contractors and employees and any other persons lawfully using or in occupation of the premises and of any of its facilities are required to comply with the terms of this Health and Safety Policy and with the requirements of all safety notices on the premises and to do everything they reasonably can to prevent injury to themselves or others.

## **2. Organisation of Health and Safety**

### **General Responsibilities:**

All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.

### **Hirers are responsible for:**

1. complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these regarding insurance and statutory requirements relating to their organisation/activity;
2. ensuring familiarity with fire safety checks (including keeping all fire exits clear and unlocked throughout the hiring) and evacuation procedures;
3. designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
4. ensuring that highly flammable substances are not brought into or used in any part of the premises;
5. seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
6. checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested;
7. ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults; and
8. It is also the responsibility of hirers to ensure they comply with relevant Food Hygiene legislation in relation to their activities.

### **Contractors are responsible for**

1. safe working practices in respect of themselves and their employees and for meeting their statutory obligations regarding Health & Safety legislation and Public Liability Insurance
2. having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises; and
3. advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

### **The Trustees are responsible for:**

1. ensuring that all Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
2. ensuring that the Health and Safety Policy is fully implemented;
3. monitoring compliance with Health and Safety guidelines;
4. regularly assessing and reviewing risks and recording such risks;
5. keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
6. taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
7. making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
8. making such representations to Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly regarding their actions and activities while on the premises; and
9. cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

The Trustees who have responsibility for the implementation of this policy are:

**Mr Richard Fradgley** (tel, 01488 685004 and 07900 902223) - general property maintenance and inspections, liaison with contractors, health and safety, fire precautions and checks, risk assessments and inspections

**Mr Nicholas Furr** (tel. 07767 610271) - reporting of accidents and liaison with hirers

**Mrs Kathleen Walker** (tel. 01488 684861) and **Mr Richard Fradgley** (tel, 01488 685004 and 07900 902223) - First Aid box

### **3. General information for Hirers and Users of the Croft Hall**

A plan of the Croft Hall is displayed on the notice board in the main hall area showing the location of all fire exits, fire alarm and extinguishers, fuse boxes, stopcocks, stairs, and any other features which may have a bearing on safety.

It is the duty of all hirers and other persons using or visiting the Croft Hall to take care of themselves and others who may be affected by their activities, and to co-operate with the Trustees in keeping the premises safe and healthy, including the grounds.

Should anyone using the Croft Hall come across any fault, damage or other situation which might cause injury and cannot be rectified safely and immediately they should inform one of the persons named above 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.

#### **4. Limits on number of persons attending**

The following limits apply and must be complied with in relation to the maximum numbers of persons attending any function or event held in the Main Hall at the Croft Hall:

Dancing	140
Seating (restaurant style)	70
Composite of above	100
Closely seated	160

Other rooms available for hire at the Croft Hall have a reduced capacity as per the booking form.

#### **5. Safety Rules**

The following practices must be followed to minimise risks:

1. Make sure that all emergency exit doors are kept clear and unlocked throughout the hiring;
2. Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration;
3. Do not work on steps or ladders unless another person is present. No ladder may be used unless it is of sound construction, of the correct length, and either secured or footed;
4. Do not use portable electrical or gas appliances without prior authorisation;
5. Do not stack more than eight chairs;
6. Do not allow unsupervised children on the stage and/or in the kitchen; and
7. Be aware of and seek to avoid the following risks: slipping hazards on stairs, polished or wet floors, tripping hazards such as buggies, umbrellas, mops, and other items left in halls and corridors. Mop all spills immediately.

#### **6. Procedure in case of accidents**

Any accident or injury should be reported to Mr Nicholas Furr (or if he is unavailable, to any other Trustee – see below) as soon as possible after its occurrence and should also be recorded in the Accident Book which is kept on the windowsill in the kitchen. The First Aid box is also kept there and is always available for use.

The nearest hospital providing 24-hour Accident and Emergency service is the Great Western Hospital, Marlborough Road, Swindon SN3 6BB (tel. 01793 604020).

There is a Minor Injuries Unit at West Berkshire Community Hospital, London Road, Benham Hill, Thatcham, Berkshire, RG18 3AS daily between 08.00 hours and 22.00 hours (tel. 01635 273508)

The location and telephone number for the nearest doctor's surgery is The Croft Surgery, The Croft, Hungerford, Berkshire (tel. 01488 682507).

#### **7. Procedure in case of fire**

The following practices must be followed in the event of any fire occurring on any part of the premises:

1. Operate the nearest fire alarm point to sound the fire alarm.
2. All persons must leave the building immediately by either of the two fire exit doors (see diagram appended) and assemble in the forecourt car parking area. Do not delay in leaving the building nor attempt to re-enter to collect or recover personal possessions.
3. Call the Fire Brigade on 999 (112 on mobile telephones) and give them the following address: The Croft Hall, The Croft, Hungerford, Berkshire RG17 0HY.
4. The fire extinguishers provided (see diagram) in the building should only be used if it is safe to do so; and
5. Do not re-enter the building unless and until the Fire Brigade confirm that it is safe to do so.

## **8. Insurance**

The Trustees are fully insured against public liability with **Ecclesiastical Insurance Office Plc** of Beaufort House, Brunswick Road, Gloucester GL1 1JZ. The Trustee responsible for such insurance is **David Small**.

Policy no: 02/CBP/9053316

Date of renewal: 25<sup>th</sup> March 2022

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

The Trustees will review this policy annually at each Annual General Meeting.

Those Trustees with responsibility for aspects of Health and Safety will report all accidents, faults, misuse by hirers or other matters which could affect the health and safety of users to the other Trustees at the next Trustees' meeting. Trustees' meetings are held once in every two-month period, currently in January, March, May, July, September, and November in each year.

## **10. List of Trustees**

Chris Dodd, Chairman	07525 031237
David Small, Secretary & Treasurer	01488 684287 or 07713 094759
Kathleen Walker	01488 684861
Mike Saunders	01488 208341
Tony Drewer-Trump	07590 555 877
Norman Sinclair-Baines	01488 682197 or 07740 282347
Nick Furr	07767 510721
Richard Fradgley	01488 685004 or 07900 902223

**Previously reviewed in May 2021**

**Last reviewed and amended in December 2021**

