
 SAMLESBURY
WAR MEMORIAL HALL

Health and Safety Policy

Policy last updated: April 2026 Version: 3

Review date: April 2027

Definitions:

Users: Trustee and Committee members, Visitors, Hirers of SWMH premises and Attendees of Events

Premises: SWMH Hall, car park and grounds

Statement of intent

The Health, Safety and welfare of all users of SWMH is paramount at all times.

Whilst the SWMH Committee have no legal requirement to record Health and Safety assessments, as trustees of the charity and as a manager of non-domestic premises we recognise and accept its general duties under the Health and Safety at work etc Act 1974 and the Management of Health and Safety at Work Regulations 1992 to ensure the premises are safe and that risks are assessed and managed so far as is reasonably practicable.

Our objective is to:

- Provide an environment that is healthy and safe for all users of SWMH
- Maintain SWMH premises in a safe condition

The above will be achieved by:

- Identifying and assessing risks;
- Recording assessments and so far, as is reasonably practicable, eliminating/implementing control measures to reduce risk;
- Monitoring compliance and adherence to control measures;
- Implementation of this policy
- Monitoring and reviewing, at least annually, this policy with modifications as necessary to accommodate new safety legislation, good practice or as identified via risk assessments
- Reporting of Safety related incidents e.g. accident book entries/RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable incidents at the monthly Committee meetings. Note Reporting of Safeguarding issues will be in line with SWMH policy
- Provide the necessary and relevant information, instruction and training for all users to ensure the health, safety and welfare arrangements are maintained

This Statement of Intent is displayed on the Notice board within the Hall.

A full copy of this policy is accessible via the website www.Samlesburywarmemorialhall.co.uk

SWMH Committee give full backing to this policy and will support all those who endeavour to carry it out

Appendices 1 details the names and selected positions of the Committee

Appendices 2 details other relevant SWMH policies supporting this policy

Signed:..... Dated: 5th May 2026.

Name: Gordon Barton

Position: Chair

Health, safety and welfare arrangements and responsibilities

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- 4.1 details the names and selected positions of the Committee
- 4.2 details other relevant SWMH policies supporting this policy

1. General Statement

- 1.1. It is the aim of SWMH Committee to do all that is reasonably practicable to ensure the health, safety and welfare of all users
- 1.2. In pursuit of this aim SWMH Committee will undertake so far as is reasonably practicable, the following measures
 - a) Provision and maintenance of buildings, grounds, equipment and safe systems of work that are safe and without risk to health
 - b) Provision of information, instruction, training and supervision necessary to ensure the health, safety and welfare of all users
 - c) Provision of safe access and egress from the premises

- d) Arrangements for ensuring the safe use, handling and storage of articles and substances

2. Users responsibilities

2.1 All Users

All users have a duty of care to:

- Adhere to SWMH Health and Safety Policy responsibilities as outlined in this document
- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
- Report hazards (e.g. broken, ineffective equipment) to the Committee as soon as is practicable via contacting the SWMH Booking Secretary who will then take the necessary actions to eliminate or reduce the hazard to an acceptable level. Note Users should take action immediately if the hazard can be eliminated/reduced by a simple and safe action e.g. Safely isolating / removing from power supply, unblocking a fire exit /access to fire extinguishers etc
- Familiarise themselves with SWMH emergency evacuation procedures as displayed on SWMH notice board and by the designated fire exit doors
- Ensure access to fire exits and fire extinguishers are kept clear throughout use
- The use of food fryers on the premises is not permitted and is strictly prohibited

2.2 Hirers of the hall

All hirers of the hall must:

- Seek and obtain permission from the Committee via the Bookings secretary in advance of undertaking any activity that could potentially cause injury to person(s) or damage to the premises
- Adhere to the Fire safety Responsibilities as stated on www.samlesburywarmemorialhall.co.uk including ensuring they or a person they assign, carries out a 'sweep' of all areas of the hall (if safe to do so) to ensure full evacuation in the instance of an emergency situation e.g. the fire alarm bell sounding and contact the appropriate emergency services e.g. Fire Brigade immediately
- Inform the SWMH Bookings Secretary as soon as safe to do so of all evacuations
- Not bring any highly flammable/combustible substances onto the premises nor undertake any activity that creates a potential ignition source. Fireworks are prohibited throughout the premises and grounds. Gas only barbeques are permitted in the designated outside barbeque area. The SWMH Barbecue Assessment provided on SWMH website must be adhered to.
- Decorations must not be placed near any potential source of ignition e.g. light fittings
- Uphold the prohibition of smoking (including e-cigarettes/vapes) within the hall buildings.
- Ensure a designated person is made responsible for first aid including notifying the Bookings Secretary of any injuries or ill-health or dangerous occurrences arising from the use of the premises and recording such incidents in the Accident Book (located in the kitchen).
- Leave the premises, carpark and grounds in a safe, clean and hygienic condition, this includes the removal of bin liners containing any food/drink products and/or if the bin is full and emptying and cleaning the fridges, switch them off and prop open the doors. Failure to do so could result in the loss of deposit and / or prohibition of future use of the hall
- Communicating and policing safety arrangements (as per SWMH Guidance for Users, SWMH End of Hire Checklist and SWMH General Information documents accessed via www.samlesburywarmemorialhall.co.uk) e.g. No smoking rules to persons attending the premises as part of their hire arrangements
- Adhere to all instructions communicated through prominently displayed signage e.g. emergency arrangements, use of bins for disposal of chewing gum

2.3 Committee members

Committee members will:

- ensure all liability is covered by relevant insurance e.g. Public Liability is kept up-to-date and is displayed on the SWMH notice board and a copy uploaded to the SWMH website
- lead by example in their responsibilities
- assess the risks of the known /likely /actual activities undertaken by the hirer and ensure appropriate control measures are implemented to mitigate risk. If such risks cannot be managed safely such activities will be prohibited/immediately ceased.

2.4 Contractors

- 2.4.1 Activities as identified by SWMH Committee to be performed by Contractors are subject to acceptance of requirements as detailed in SWMH Procurement Policy. High risk activities, as determined by SWMH Committee will require such contractors adhere to SWMH Permit to work system.
- 2.4.2 No contractor will be permitted to access the site to undertake any activity until suitable prior arrangements have been made for site supervision.
- 2.4.3 Contractors must adhere to the same responsibilities as Users as defined in this policy.
- 2.4.4 Contractors must provide evidence of appropriate levels of insurance for the work they are undertaking
- 2.4.5 Contractors must provide SWMH Committee with RAMS (risk assessment and Method statements) prior to the high-risk work activities commencing. They must not perform any activity outside of this assessment.

3 Organisation and Arrangements

3.1 Accidents and First Aid

3.1.1. SWMH Committee will ensure a fully stocked first aid kit is readily available and appropriate signage is prominently positioned as to its location

- | | | |
|-------|-------------------------------|------------------------|
| 3.1.2 | Location of the first aid box | Kitchen |
| | Location of the Accident Book | Kitchen |
| | Location of Defibrillator | Outside front entrance |

3.1.3 SWMH H&S advisor will carry out: -

- a) monthly checks of the first aid kit to ensure appropriate supplies are maintained
- b) monthly checks of the accident book, ensure reportable incidents under the RIDDOR Regulations
- c) report any RIDDOR incidents to enforcing authority, the insurers of SWMH premises and the SWMH Committee

3.1.4 Accident book record entries are kept for 3 years after the date of the incident, thereafter they will be shredded. Such records are kept on file

3.2 Fire risk policy including Emergency precautions and Procedures

- 3.2.1 Smoking within the SWMH Hall is prohibited. This prohibition includes e-cigarettes and vapes.
- 3.2.2 The premises must be kept tidy by users so far as is reasonably practicable during use. Bin liners and bins are readily available for the disposal of waste.
- 3.2.3 A cleaning contractor is engaged to ensure standards of cleanliness are maintained

- 3.2.4 Fire doors must be kept shut at all times (the exception being the front entrance door that is fitted with a door release mechanism)
- 3.2.5 All doors and windows must be closed and where appropriate locked upon leaving the hall
- 3.2.6 SWMH H&S advisor is responsible for carrying out monthly physical test of the manual fire alarm bells
- 3.2.7 SWMH H&S officer is responsible for monthly checks to ensure the maglock front door emergency opening button disengages when pressed
- 3.2.8 Fire exits must be kept clear inside and outside the hall at all times
- 3.2.9 Emergency evacuation procedures are displayed at prominent positions e.g. close to each fire exit door
- 3.2.10 Visual inspection of the emergency lighting is carried out every month by SWMH H&S advisor and full annual inspection is carried out every January. Records are kept of such inspection
- 3.2.11 Fire extinguishers are tested and maintained on an annual basis by a competent person
- 3.2.12 SWMH Fire risk assessment will be informally reviewed annually by SWMH H&S advisor and formally every 5 years by a competent person. Any outstanding actions are addressed via the SWMH Committee. Any proposed significant change to the premises or its use e.g. change in layout will be re-assessed
- 3.2.13 Checks on occupancy and the upholding of all safety arrangements by hirers will be carried out by Committee members on an ad hoc basis
- 3.2.14 Known User activities that could potentially increase fire risk e.g. use of Barbecues in the grounds of SWMH must be requested and approved in advance of Premise hire to the Bookings Secretary. Such activities will be separately assessed by the Committee and control measures implemented to eliminate (including prohibition of such activities) and / or reduce risk to an acceptable level. By agreement of hiring the premise the hirer agrees to adhere to the relevant safety arrangements as detailed in the SWMH Barbecue risk assessment (as uploaded on SWMH website). Note only gas fuelled barbecues are allowed and such activity must be carried out in the designated outside area.

3.3 Food Hygiene and Sale/partaking of Alcohol/Drugs

- 3.3.1 SWMH provides some equipment for storage, preparation and cooking of food products e.g. Oven, microwave and fridges. All such equipment must be switched off at the socket before leaving the premises by the hirer
- 3.3.2 SWMH and its Committee have **no** responsibility for ensuring the safe Food hygiene standards associated with food/drink preparation and/or cooking as undertaken by the hirer. Such responsibility lies with those carrying out such activities. SWMH committee recommend food products containing potential allergens are communicated accordingly to persons prior to consuming such products. This is the Hirers responsibility
- 3.3.3 Sale and partaking of alcohol must be in line with SWMH hall Licence
- 3.3.4 Hirers are responsible for the conduct of persons under their control e.g. excessive drunken disorder will not be tolerated by the SWMH Committee and could result in retention of user deposit and / or future prohibition of use by the hirer
- 3.3.5 Any evidence of suspected or actual unprescribed drug use or sale on SWMH premises will result in immediate prohibition and notification to the police

3.4 Personal and premise security including Video surveillance

- 3.4.1 For the personal safety and security of all users CCTV cameras are positioned internally and externally. Signage is prominently displayed to advise of such use
- 3.4.2 Suspect or actual criminal activities will be reported to the police

- 3.4.3 CCTV footage will be kept for 7 days thereafter it will be destroyed exceptions being where such activities are under investigation for non-compliance of SWMH Hire use or as part of criminal investigation
- 3.4.4 Committee members are issued with a photo ID lanyard. These must be worn as and when required

3.5 Portable Electrical equipment

- 3.5.1 All electrical portable appliances provided by SWMH is subject to 36 monthly testing by a competent person. SWMH purchased new portable appliances are exempt from such immediate testing. They will subsequently be inspected and tested as part of the next test.
- 3.5.2 Users bringing their own portable electrical appliances onto SWMH premises (e.g. extension cables, music systems etc) must provide evidence to the bookings secretary of their last inspection and test. Such testing must have been carried out within the last 36 months

3.6 Electrical installations

- 3.6.1 All Electrical installation systems will be inspected and tested every 5 Years as determined by the Competent organisation carrying out such work

3.7 Safeguarding

- 3.7.1 SWMH Safeguarding arrangements are defined in the Safeguarding policy (www.samlesburywarmemorialhall.co.uk)

3.8 Hazardous / Harmful substances

- 3.8.1 Users of SWMH premises must not bring or use substances on SWMH premises that are known to be hazardous to health or harmful to the environment. Any requests for use or storage of such substances must be risk assessed by the Committee prior to such undertaking
- 3.8.2 Liquid/gas containers must always be clearly and accurately labelled as to their contents
- 3.8.3 All SWMH purchased products that contain hazardous substances / substances that are harmful to the environment are assessed and appropriate control measures implemented to mitigate risk

3.9 Manual Handling

Manual Handling is defined as the lifting, lowering, pushing, pulling or carrying of a load.

- 3.9.1 There are no manual handling activities undertaken by Users of SWMH that would be identified as being high risk by the Health and Safety Executives' MAC or RAPP tools
- 3.9.2 Users should minimise risks associated with manual handling by:
 - 3.9.2.1 Avoiding any manual handling activity wherever possible
 - 3.9.2.2 Reduce risk by safe use of handling aids such as trolleys e.g. to move chairs/ tables, transport hot drinks
 - 3.9.2.3 Reduce risk by deploying safer manual handling techniques e.g.
 - a) self-assessing the manual handling activity (e.g. is it within their own capabilities or do they need additional help)
 - b) assessing the load, the environment and the activity
 - c) Minimising the risk
 - d) Using kinetic methods of handling i.e. getting a good grip, keeping the load close to the body, getting and maintaining a good balance, and avoiding twisting
 - e) Familiarising yourself with safer manual handling techniques via information displayed on the notice board and instructions posted within

the premise and on the website regarding the heights of chairs to be stacked, stacking of the foldaway tables etc.

3.9.2.4 Only SWMH Committee approved and trained persons are allowed to manoeuvre the stage in the main hall

3.10 Lone working

The Committee accepts there are risks associated with lone working. To minimise this risk:

- Lone “workers” must be in possession of a charged mobile phone at all times for emergency contact reasons
- Lone workers must keep doors locked to prevent unauthorised entry
- Contractors must as appropriate include lone working as an identified risk and implement control measures within their own risk assessment.
- Lone workers are prohibited from working at height e.g. Housekeeper must not use ladders, climb on surfaces for access
- See arrangements below re “out of hours” call outs listed in 3.11 of this policy
- Suitable arrangements are to be made if lone working is to be carried out followed by a significant period of non-occupancy of the premise (e.g. confirmation of return home)

Contractors carrying out high risk activities e.g. working at height are subject to SWMH permit to work

3.11 “Out of hours” call outs

In the event of a call out outside of “hall booked” times e.g. for an emergency the following arrangements should be undertaken

- a) wherever possible the Committee member should be accompanied by at least one other person
- b) depending upon the nature of the emergency an external visual check of the hall should be undertaken. In the event that there is an obvious security breach the person should move to a safe place and call the police. The person must not enter the hall until arrival by the police.
- c) If there are no signs of security breach from this external inspection the person can enter the premise to carry out an internal check if they feel it is safe to do so.
- d) All “out of hours” call outs must be reported to the SWMH Chair

3.12 Working at Height

3.12.1 Access and work on the roof of the hall is assessed as high risk, therefore a permit to work must be completed in advance of such undertaking. Such a permit will include type of activity to be performed (including any additional risk assessments), by whom, means of access and its safe erection/dismantling (e.g. ladder or scaffolding depending upon duration and nature of the activity), expected duration (e.g. start and expected finish times), safe transportation and removal of equipment and materials from the roof

3.12.2. No work at height should be carried on outside unless the weather conditions are conducive to its safe undertaking e.g. no such work should be undertaken during forecast or actual inclement conditions e.g strong winds, lightning, heavy rain etc

3.12.3 Step ladders are locked with a key code lock to prevent unauthorised use.

3.13. Vehicle movements

The SWMH Committee recognise the potential hazards associated with pedestrians in close proximity to vehicular movements in the car park area when accessing the premises.

To minimise these risks as far as is deemed practicable, the following control measures are in place:

- Clear prominently displayed signage to indicate Entry, Exit and No entry to the car park from the road
- External lighting
- Demarcation of parking spaces in the tarmac car park
- Hirers of the hall are required to indicate estimated numbers of persons using the premises (maximum occupancy on the front car park is 26) as part of the hiring process via the Bookings Secretary. NOTE additional undesignated parking is available to the rear of the hall accessed via a locked barrier (to prevent unauthorised use and access).
- Known parking of vehicles by non-users of the SWMH premises is an ongoing concern. System is in operation to inform such vehicle owners that the car park is for the sole purpose of SWMH users

3.14 Legionella

Legionella bacteria most commonly found in water multiplies where the water temperature is between 2 and 45 Celsius. Such bacteria remains dormant under 20C and doesn't survive above 60C. SWMH does not have any stored water. Air conditioning units are non-reliant on water to cool the system therefore it's impossible for bacteria to breed and grow in these systems. The only perceived risk of Legionella is from exposure to aerosols created when using water stored in dead leg pipework and this is assessed as extremely unlikely.

To further minimise risk:

- Toilet and kitchen taps are thoroughly cleaned on a regular basis (such taps are in regular use i.e. more or less daily)
- External taps (used on a more infrequent basis) are flushed for 5 minutes every week by a committee member. Records are kept of such flushing and the monthly safety checks confirm such arrangements

3.15 Consultation with users

SWMH constitution is such that representatives of regular users of SWMH premises are invited to attend the Committee meetings for their input on all matters including health and safety. Additionally users are required report any safety hazards, accidents etc to the Committee at any time.

Appendices

4.1 Elected Committee members (as elected at SWMH Annual General Meeting)

Position	Name
Chair	Gordon Barton
Vice Chair	Caroline Coughlin
Treasurer	Cathy Evans
Secretary	Julia Marsden
Deputy Secretary	Caroline Marshall
Maintenance Co-ordinator	John Greaves
Booking Secretary	Julia Dixon
Health and Safety Advisor	Simon Clarke
Safeguarding Officer	Clare Lewis

Appendices 2

Other relevant SWMH policies/documentation supporting the Health and Safety Policy (as uploaded on www.samlesburywarmemorialhall.co.uk)

- SWMH Suppliers and Contractors
- Procurement Policy
- Safeguarding Policy
- Employer and Public Liability Insurance
- SWMH Guidance for Users
- SWMH End of Hire Checklist
- SWMH General Information documents
- SWMH Fire Safety Responsibilities
- Barbecue Fire Risk Assessment
- Monthly Health & Safety Inspection Records

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