

Health and safety policy for the Old Barn Hall, Bookham Including Safeguarding policy

The Health, Safety and Welfare of all those managing, using and visiting the Old Barn Hall is paramount at all times.

The Management Committee, although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Committee is to take reasonably practicable measures in relation to the management of the Old Barn Hall to comply with all legislative requirements and codes of practice relating to the duties which it has to:

1. provide healthy and safe working conditions, equipment and systems for our Committee Members and Hirers;
2. keep the Village Hall and equipment in a safe condition for all users;
3. provide all necessary support and information to Hall users, hirers and outside contractors.

The Committee will work in the furtherance of these aims by:

- a) identifying and assessing risks;
- b) recording assessments and regularly reviewing them;
- c) eliminating or controlling risks;
- d) monitoring compliance and work conditions;
- e) establishing a clear, sensible and practical safety organisation and arrangements.

DUTIES

All Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

- a) to follow health and safety instructions and to report dangers.
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions.
- c) as regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General Responsibilities:

- i) 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.
- ii) Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the Committee.
- iii) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Halls Manager and Committee.



Hirers are responsible for:

- i) 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 with regard to insurance and statutory requirements relating to their particular organisation/activity;
- ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- iii) designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- iv) ensuring that highly flammable substances and naked flames, including candles or nightlights, are not brought into or used in any part of the premises;
- v) 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;
- vi) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

Contractors are responsible for:

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

The Committee and Halls Manager are responsible for:

- i) ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
- ii) ensuring that the Health and Safety Policy is fully implemented;
- iii) monitoring compliance with Health and Safety guidelines;
- iv) regularly assessing and reviewing risks and recording such risks;
- v) 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;
- vi) 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;
- vii) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- viii) making such representations to Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- ix) cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.



The following persons have been delegated by the Management Committee to manage the following:

Risk Assessment Manager

First Aid Boxes

Reporting Accidents/ RIDDOR

Checking Accident Reports and Incident Book at least weekly or as advised of incidents.

Information to Hirers

Information to Contractors

Risk Assessments/ Monitoring

Fire Risk Assessments/ Monitoring

Annual Testing/Safety Certificates .

Trustee responsible for updating policies and risk assessments and presenting them to the Committee for approval.

Keith Slark
01372 457375
with Health & Safety Officer, Roger Bull

Check and replenish monthly

Halls Manager
Halls Manager

Minor accidents to be logged by users in the Accident Book.
Complete RIDDOR forms.

Halls Manager
With report to Chairman

Instigate any actions necessary to remove risks e.g. repairs. Advise Risk Assessment Manager and report to committee.

For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When changes made to policy contact all hirers to update them

Halls Manager

Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.

Halls Manager

Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.

Keith Slark/Roger Bull

Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.

Keith Slark

Make arrangements for regular inspections of gas appliances, electrical appliances, fire extinguishers as required.

Peter Clarke
01372 450908

PROCEDURES

The H&S policy document will available to download from the website bookhamcommunityassociation.org

All hirers will be expected to read through the whole of the Standard Hiring Conditions and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.



Committee members with specific responsibilities for aspects of Health & Safety will report to The Committee at each full committee meeting.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Committee Members, Hirers, Contractors and Users of the Hall.

GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

Premises

- ☒ The entrance must be clear of obstacles and hazards at all times that people are using the building.
- ☒ Wet floors must be made safe by drying with the floor cleaning machine or paper towels and a 'wet floor' board placed on it until dry.
- ☒ The premises should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
- ☒ Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl up.
- ☒ Spills must be cleared up quickly to prevent slipping.
- ☒ Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.
- ☒ Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
- ☒ All hirers should acquaint themselves with the position of the fuse box/main switch in the main entrance hall. The key is hung to the left of the door.
- ☒ Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- ☒ Fire extinguishers will be regularly serviced and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
- ☒ All hirers must make themselves aware of the procedure to follow in the event of fire.
- ☒ All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
- ☒ As good practice hirers should have a method to account for the number of persons present during their hire.
- ☒ If the oven/cooker is in use it should not be left unattended, even for a short time.
- ☒ Kettles should not be over-filled nor should the leads be left to trail over the edge of the work top. Care should be taken around the counter top water boilers which dispense VERY HOT WATER.
- ☒ Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- ☒ All cleaning solutions etc. must be kept out of the reach of children.
- ☒ Due care should be exercised in the car park area.
- ☒ All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
- ☒ Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- ☒ All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- ☒ Care should be exercised when moving chairs and tables and be mindful of the potential for injury to hands/fingers if due care is not exercised.
- ☒ Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.



Working Practices

It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:

- ☒ Do not attempt to lift anything that you know to be beyond your capability.
- ☒ Ask for help with large, heavy or awkward items.
- ☒ Where possible, lighten the load, separate items so that they are more manageable.
- ☒ When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.

Similarly with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:

- ☒ Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- ☒ Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
- ☒ Ask for help if necessary.
- ☒ Do not work at height, on steps or ladders until they are properly secured and another person is present.
Refer to Working Practices – Ladders which forms an addendum to this document.

Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

Hygiene

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

- ☒ Disposable paper hand towels must be provided.
- ☒ Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- ☒ All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- ☒ Hands must be thoroughly washed before food preparation.

First Aid

A well stocked and appropriately labelled First Aid Box is available in the main foyer, outside main kitchen, outside office and the Waterfield Room.

A heart defibrillator is kept on the wall outside the main front entrance. It gives instructions as to use.

Accident Book

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept outside the office.

The important details to be recorded are:

- ☒ the name of the casualty
- ☒ the date, time and place that the incident/accident occurred
- ☒ the cause of the accident i.e. what happened
- ☒ a brief description of the injury (if any) sustained
- ☒ the first aid (or other) treatment administered and by whom
- ☒ whether or not medical aid had to be sought
- ☒ the name of the person who dealt with the incident.

Incident Book

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident in the Feedback Book for the attention of the Committee. The book is kept outside the office.

Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and report immediately to the Halls manager on 07731 451 483



Bookham Community Association – January 2024

Safeguarding Policy - January 2024

This policy applies to use of the halls and facilities known as 'The Old Barn Hall' and comprising the main hall, the Harrison Room ad Waterfield Room.

All Directors and committee members, staff and volunteers have a duty to safeguard vulnerable users of the hall and its premises and those who may come into contact with vulnerable users. They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Principles

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children will not be permitted or tolerated.

Policy Statement

1. No member of the Committee, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure (see box below) and introductory Child Protection or Vulnerable Adults Protection training.
2. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
3. All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues, and should be offered introductory training. A copy of the appendices will be provided to all who request it.
4. There will be a nominated and named Vulnerable Users representative to who any suspicions or concerns should be reported. This person is the Chairman, Keith Slark.
5. The management committee will endeavour to keep the premises safe for use by children and vulnerable adults. The committee recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults.
6. Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required (see table below) should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.
7. The committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. The committee will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
8. These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

Reporting Incidents

The nominated Child Protection and Vulnerable Adult representative will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency. The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.



The nominated person should:

- know who to contact at the local authority
- know who to contact in Social Services for advice and referrals
- know about helplines and other sources of help for children and young people and vulnerable adults
- ensure that there is an environment in which staff have the opportunity to raise any

Safe Recruitment

All staff, working directly for the village hall must:

- complete an application form which shows their employment history
- provide at least two references

If working directly with children or young people or vulnerable adults:

- one of the references should come from someone who has supervised them working with children, young people or vulnerable adults before
- they should be checked under the Criminal Records Bureau Disclosure System and a copy of the CRB disclosure form kept on the secretary's file.

Any volunteers working for the village hall committee and having unsupervised access to vulnerable users (e.g. running children's entertainment) may also be required to go through these procedures.

Procedures

1 A copy of the policy will be displayed for the attention of all in the village hall and made available on request to hirers.

2 Organisations hiring the hall for activities for children will be asked to show their Child Protection policy before the first booking commences. Individuals hiring the hall for activities for children will be made aware of this policy. Organisations hiring the hall for activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring the hall whose activities may involve vulnerable adults will be made aware of this policy.

3 The committee will require hirers to report any damage, breakages or safety issues needing attention to the Manager, who will inform the appropriate people. These will be dealt with as soon as practicable, in the light of the circumstances, with provision to prevent access by children and vulnerable adults pending repair where appropriate.

4 The hiring agreement includes appropriate clauses for all hirings which include licensable activities. The committee will ensure that these provisions are observed when holding any licensable activities itself. The committee will give written instructions to those selling alcohol concerning the licensing offences which must be avoided.

5 Contractors engaged to carry out work at the premises will not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.

6 The premises are used by more than one hirer, the attention of hirers is drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.



Working practice and the use of ladders by employees of the BCA.

Following meetings with staff the BCA has determined, after a risk assessment, that the use of step ladders and ladders constitutes a health & safety risk. This note is in addition to the 'working practices' guidelines in the BCA Health and Safety document and the following rules must be followed at all times:

1. When using ladders staff **must** have a second person to monitor their use, checking that the ladders are set up correctly and secure.
2. Two members of staff must be present at all times.
3. If another staff member is not available then a member of the BCA committee must be contacted and no work undertaken until a BCA member is present to act as monitor.
4. Learn and apply the ladder safety rules shown on the poster in the office.

These rules follow a risk assessment and it is in nobody's interest if an accident occurs and help is not immediately available.

BCA contact numbers:

Keith Slark	01372 457375 / 0797 900 3921	keithslark@tiscali.co.uk
Peter Clarke	01372 450908 / 07956 243 792	peter.g.clark@ntlworld.com
Ian Baker	01372 454875 / 07960 990 911	ian@abgd.co.uk
Roger Bull	01372 457254	duaat@yahoo.com

Reviewed & updated 15 January 2026

ONGOING RECORDS TO BE KEPT & UPDATED

H & S Hall Inspections – main inspection annually, cleanliness & safety monthly	
Fire Extinguishers	- annually
Fire Alarm	- annually
Burglar Alarm, CCTV	- annually
Electrical system check	- 5 yearly