



Health and Safety Policy, including Accidents/Incidents and First Aid

1.0 Introduction and Purpose

1.1 The health, safety and welfare of all those managing, using and visiting Watford Village Hall is paramount at all times.

1.2 The Trustees have a 'duty of care' under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property. Management committees also have a statutory duty under the Health and Safety at Work Act, 1974 to take 'reasonably practicable' steps to ensure the health and safety of those who use the hall, i.e. volunteers, members of the public and contractors. In addition to these general responsibilities recent pieces of legislation have introduced specific health and

1.3 The policy of the Trustees is to take reasonably practicable measures in relation to the management of Watford Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- a) Provide healthy and safe working conditions, equipment and systems for our Trustees, visitors and Hirers;
 - b) Keep the Village Hall and equipment in a safe condition for all users;
 - c) Provide all necessary support and information to Hall users, hirers and outside contractors.
- 1.4 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.

2.0 Duties

2.1 All Trustees, 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, including any employees and sub-contractors;

c) As regards any duty imposed on the Trustees, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

3.0 Organisation

3.1 General Responsibilities

a) Everybody has a responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.

b) 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 Trustees.

c) 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 Trustees.

3.2 Hirers are responsible for:

d) 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;

e) Ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;

f) Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;

g) Ensuring that highly flammable substances are not brought into or used in any part of the premises;

h) Seeking the consent of the Trustees before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;

i) Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

3.3 Contractors are responsible for:

j) 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;

k) Having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;

l) Advising the Trustees of any flammable or toxic substances that may be used in the course of work on the premises.

3.4 The Trustees are responsible for:

- m) Ensuring that all Trustees, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
- n) Ensuring that the Health and Safety Policy is fully implemented;
- o) Monitoring compliance with Health and Safety guidelines;
- p) Regularly assessing and reviewing risks and recording such risks;
- q) 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;
- r) Ensuring any employee is trained sufficiently to complete their duties safely, and to regularly review training requirements;
- s) 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;
- t) Making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- u) 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;
- v) Co-operating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

The village hall Health and Safety File is positioned in the hall foyer area.

Included in the File is the Accident/Incident Book and the Trustees encourage all hall users to familiarise themselves with this policy.

4.0 First Aid

4.1 The Trustees have a duty (to users and to the general public) to assess what first aid facilities and equipment would be appropriate, and to provide appropriate first aid equipment and facilities.

4.2 WVH provides a First Aid kit for use of Hires within the Hall, located in the kitchen. Respect for this kit would be appreciated.

4.3 Regular users/clubs should also provide their own First Aid kit.

4.4 It is important that all users of the Hall make themselves aware of the emergency procedure in the event of a fire. There are notices placed in the hall and also within the Health and Safety File.

4.5 WVH does not provide either a trained first aider or an appointed person to be on the premises when the hall is used.

5.0 Accidents/Incidents

5.1 Minor accidents are to be logged. They should be reported to the committee at each meeting or as necessary. The Chairman should also be advised. RIDDOR forms must be completed as necessary (www.hse.gov.uk). Only fatal and major incidents can be reported by telephone to the Incident Contact Centre using 0345 300. See Appendix C.

5.2 The Accident/Incident Book/ should be checked at least weekly or as advised of incidents.

5.3 The accident book is included in the hall's Health and Safety folder. Accident records must be kept for eight years. To comply with Data Protection requirements the accident book consists of single record sheets, which can be detached from the book once completed and kept in a secure place. The Record sheets are numbered in sequence and the accident book has an index sheet showing which numbered sheets have been completed and removed for safekeeping. In this way the village hall committee will be able to show a record (in the index) of how many accidents have occurred and in what order, which they can link up with the completed accident record sheets which they are holding separately for safe keeping.

5.4 If a worker/contractor sustains an occupational injury resulting from an accident, their injury should be reported if they are incapacitated for more than seven days. There is no longer a requirement to report occupational injuries that result in more than three days of incapacitation, but a record of such injuries is kept.

5.5 Accidents/Incidents must be Instigated and any actions necessary to remove risks e.g. repairs reported to the committee at each meeting or as soon as necessary.

5.6 Trustees are required to inform their insurers of any accident or incident and should therefore keep records, which may be useful in the event of any claim.

A defibrillator is located on the outside wall of the Village Hall, close to the fire exit.

Policy to be reviewed: January 2023

Appendix A – Health and Safety Checklist

The Health and Safety Executive has developed this checklist in consultation with Local Government Regulation to help you comply with health and safety law.

| Area to check | Checks | Further action needed? Yes, No, N/A |
|--|---|--|
| Car Park | Is the car park surface maintained to minimise slip and trip risks? | |
| | Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked? | |
| | Is the car park well lit? | |
| | Can emergency vehicles gain access? | |
| | Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks? | |
| Movement around the building | Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)? | |
| | Is matting provided to minimise rainwater etc being carried into the building? | |
| | Do rooms and corridors have sufficient lighting? | |
| | Are corridors clear of clutter? | |
| | Are there any trailing electrical leads/cables? | |
| | Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc? | |
| | Is internal flooring in good condition, eg are carpets fixed? | |
| | Where any doors contain glass, is this made from a safety material? Are all stairs fitted with handrails? | |
| Electrical equipment and services | Are fixed electrical installations correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use? | |
| | Are fixed electrical installations inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person? | |
| | Are portable or fixed electrical equipment (e.g. cooker or vacuum cleaner etc) visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use? | |
| | Has any damaged electrical equipment been taken out of service or replaced? | |
| Gas equipment and services | If fixed gas appliances are available for use (e.g. a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer? | |
| | If mobile gas appliances are available for use (e.g. heaters fuelled by bottled gas), are arrangements for periodic examinations and any remedial action by a competent person in place? | |

| | | |
|---|--|--|
| <p>LPG (liquefied petroleum gas)</p> | <p>If there is an externally sited LPG installation with a storage vessel:</p> <p>Is the area around the vessel kept clear? If it is near a road, is it protected from passing traffic?</p> <p>Have pipes carrying the LPG to the hall been checked to ensure that they are in good condition?</p> | |
| <p>Asbestos</p> | <p>Does the hall contain any asbestos?</p> <p>If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?</p> <p>Is there a system in place (e.g. fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?</p> <p>Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished?</p> <p>If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed? (The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so well-bound-in that the work is lower risk and can be done by a contractor who is not licensed by HSE.)</p> | |
| <p>Fire</p> | <p>Has a fire risk assessment been completed and are adequate fire safety measures in place? Has an evacuation plan been implemented and tested? Is the fire alarm tested regularly? Are fire drills carried out at least once a year? Are combustible substances or waste stored safely? Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff (and others) trained in how to use it?</p> | |
| | <p>Are regular checks made to ensure escape routes and fire exit doors are unobstructed; and adequate and effective for the number of people using the hall, (including those who are disabled or vulnerable)?</p> | |
| <p>Legionnaires' Disease</p> | <p>Do you or users do anything that involves spraying/sprayed water (e.g. using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires' disease.) If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk? Is it clear who is responsible</p> | |

| | | |
|-----------------------|---|--|
| | for doing things in the plan and do they keep a record of any checks (e.g. temperature checks)? | |
| Responsibility | Do users have all the information about the hall they need to operate safely? | |
| | | |

Actions:

| Action taken | When | By Whom |
|--------------|------|---------|
| | | |

Name (and position):

Signature:

Date:

Source: Health and safety checklist for village and community halls Published by the Health and Safety Executive 08/21

Appendix B: Health and safety legislation and implications for village halls

This section covers in brief the legislation most relevant to village halls, with examples of how it might apply.

The Health and Safety at Work Act, 1974

This fundamental legislation requires that village hall committees, as the managers of premises, ensure the health and safety of employees and others who use the hall i.e. volunteers, members of the public and contractors. It encompasses every aspect of the premises and equipment provided, including paths, surfaces, chairs, escape routes etc.

The Management of Health and Safety at Work Regulations 1999

These require that health and safety legislation is implemented at all places of work. Employers have a duty to assess the potential risks to employees and others who could be affected. If risks are identified, employers are required to take appropriate action to minimise or eliminate them. Employees are also obliged to work to procedures specified, co-operate with training and instructions given by the employer and to inform the employer of any hazards in the workplace. Employers must:

- provide a safe place of work
- identify and assess all risks of hazards associated with the premises or activities held there which may have an effect on the health and safety of their employees and others
- carry out risk assessments using persons who are competent (see Section 5 below)
- take action to eliminate or reduce hazards
- record the arrangements made (if five or more persons are employed)
- review arrangements as and when changes occur
- co-operate with other employers (e.g. hirers) if their employees share the same risk
- provide training and information about health and safety
- provide appropriate supervision to ensure the health, safety and welfare at work of employees.

The Workplace (Health, Safety and Welfare) Regulations 1992

These are aimed at protecting employees' health from injury or long-term illness, providing for their safety and for their welfare, by providing for personal comfort at work. For example:

- adequate ventilation
- a reasonable temperature, at least 16°C
- suitable lighting and seating (for seated work)
- no undue reaching, bending or stretching when using equipment or machinery (such as moving furniture)
- the fencing-off of openings from which people are likely to fall
- safe storage for all materials and goods
- safety glass in windows where appropriate
- control of vehicles where pedestrians are at risk, such as traffic calming measures
- sufficient toilets and washing facilities with hot and cold water, soap and towels
- accessible drinking water and suitable facilities for rest and eating.
- safe, clean premises with no tripping hazards (e.g. worn mats, leads)
- suitably maintained equipment and machinery

Every employer must by law, display a poster or distribute a pocket card setting out information on health and safety law

The Provision and Use of Work Equipment Regulations 1998

All work equipment must be suitable for its purpose and used only for that purpose, be maintained adequately and, where appropriate, be restricted only to the individuals given the task of using it (e.g. mechanical floor polishers). The key point is that the risk of using any equipment should be assessed and measures taken to protect against potential hazards. Training should be provided for those using and maintaining equipment.

The Manual Handling Operations Regulations 1992

These require a risk assessment to be carried out in all cases where employees have to carry, lift, push or pull items as part of their employment (e.g. village hall caretakers setting out furniture). Employers should avoid any manual handling operations which involve the risk of injury. If an operation cannot be avoided, take steps to reduce the risk of injury: give information about the object to be moved (e.g. weight) and provide a safe system of work. Employees must make full use of the guidelines provided as a result of the assessment (e.g. if told to use a trolley, or given a limit for chairs to be carried in a stack). Points that village hall committees should note in their risk assessment are:

- employees should be told not to lift loads which are too heavy, too bulky/unwieldy, too difficult to get hold of, too hot or hazardous
- decide whether it is possible to avoid some handling through use of trolleys
- ensure that employees (and volunteers) are given advice and consider the needs of people with health problems or women who are pregnant
- assess whether the job involves movements that increase the chance of injury when carrying or lifting (e.g. twisting, too much pushing or pulling, bending, reaching upwards)
- the area where the job is to be done should be free from risk with sufficient space to work in (e.g. store rooms should not be stacked so that chairs might topple when others are removed).

Training should be provided for those using and maintaining equipment

The Personal Protective Equipment at Work Regulations 1992

Adequate protective equipment (e.g. eye protection for use of sanding equipment) and clothing must be provided where risks to safety and health cannot be controlled by other means (which should be eliminated if possible). Any protective equipment supplied must be replaced if it deteriorates and the user should be given instruction about its use. Employees must use it and report any faults.

The Control of Substances Hazardous to Health (CoSHH) Regulations

These require employers to assess the risks to health from substances used at the workplace and to take steps to control any risk identified. The label on the product container or wrapping should show one of the following signs to indicate the main hazards:

Suppliers of substances must supply hazard data sheets where requested, which list safety precautions to be taken when using their products. Many substances can be potentially dangerous in certain circumstances (e.g. household bleach mixed with other household cleaners can give off a poisonous gas which is extremely dangerous in confined spaces such as toilets.) Some substances, such as solvent paints, may not cause immediate harm but lead

to serious disease later in life. Hazardous substances may be gases, solid or powders (e.g. calor gas).

Most substances used at village halls may not be very hazardous (e.g. mild cleaning agents) and it may be sufficient to ensure that anyone using them is aware of any potential hazards, how to deal with spillages and how to store the substances. From time to time, however, employees and volunteers may use more hazardous substances for maintenance work (e.g. paint strippers) and a more detailed assessment should be carried out for these, using the expertise of people doing the work, information from suppliers and the HSE if necessary.

The CoSHH assessment should follow the same steps as a risk assessment

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Employers, the self-employed and those in control of work premises (which includes halls used by playgroups, etc) are required under RIDDOR to report some work-related accidents, diseases and dangerous occurrences.

The Electricity at Work Regulations 1989

These require that all electrical systems and equipment are installed and maintained in a safe condition. Installations and equipment should be professionally checked on a regular basis (at least every five years) although installations do not have to be installed and maintained by a business which is NICEIC approved. Depending on the type of electrical equipment various checks may be needed weekly, monthly or annually and the manufacturers or electricians instructions can be used to work out the frequency of the hall's system of checks needed. The checks should be carried out as appropriate to the nature of the premises and its use and exact details of what is required can be obtained from the various manufacturers and installers. These routine checks need not be carried out by an electrically skilled person but should be conducted by someone who is able to safely use the installation and recognise the defects.

Portable Appliance Testing (PAT) involves a combination of visual checks and using test apparatus. Although not compulsory it is recommended as a means of ensuring that both the Electricity at Work Regulations and the Health and Safety at Work Act are complied with. All appliances that have been tested should display either a pass or fail label. Appliances that fail must not be used until repaired and re-tested. Village hall committees should carry out visual checks as part of their routine health and safety checks, at least annually, and have repaired any appliances (including extension leads, fridges etc.) which have damage to insulation on leads or to plugs, loose plugs, or incorrect fuses. Any portable equipment brought onto the premises by users should be PAT tested. (Certain types of tests can damage computers and other office equipment and the correct test equipment needs to be used.) Users should be encouraged to report any faults or damage to electrical equipment and items reported should be taken out of use (e.g. marked as faulty or the plug removed) until repaired.

The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 applies to England and Wales and came into effect on 1 October 2006. It covers general fire precautions and other fire safety duties in non-domestic property. The Order repeals the Fire Precautions Act, under which fire certificates were issued.

The Order requires:

- the appointment of a ‘responsible person(s)’
- a fire safety ‘risk assessment’ and
- requires fire precautions to be put in place where necessary and where it is reasonable and practical to do so.

The Fire and Rescue Authority will be responsible for enforcing the Order and will inspect premises and undertake audits of fire risk assessments. However, they will target their resources at premises that are deemed to be high risk (such as night clubs) and not those that are well managed and have adequate prevention measures in place and which are considered to be low risk.

The main emphasis under the Order is towards reducing the risk of fire and preventing fire. Village hall management committees will also have a responsibility to ensure employees and hirers are aware of the fire safety regulations and that they are fully instructed with regard to fire procedures and the use of equipment.

Hazards that could be present in village halls include:

- flammable liquids (e.g. cleaning fluids, petrol) and gases (e.g. calor gas, aerosols)
- electrical equipment producing heat (e.g. heaters, grills)
- damage to electrical flexes or plugs
- overloading of electrical sockets
- storage of combustible materials near sources of ignition (such as a boiler or cooker)
- smoking and matches (many halls now have ‘No Smoking’ policies)
- emergency heating and lighting (e.g. portable gas fires, candles).

Key points to note include:

The findings of the risk assessment must be recorded, including the measures to be taken to address identified risks, and any group of people identified as being especially at risk . (Exceptions are where there is no licence in force and employees number less than five).

The main emphasis under the Order is towards reducing the risk of fire and preventing fire:

- Preventative and protection measures must be taken in accordance with principles set out in the Order, having regard for the size and nature of use of the premises.
- Inflammable substances must either be replaced with safer alternatives or, where this is not possible, measures applied to control the risk.
- Fire-fighting and detection equipment appropriate to the premises must be provided.
- Emergency exits and routes to them must be kept clear at all times.
- Fire equipment must be maintained in efficient working order and good repair.
- Employees, including those working for other organisations using the premises, must be provided with information about the risks identified and preventative and protective measures taken. Employees must also be given adequate safety training when first employed or when risks change and inform their employers about any shortcomings in safety arrangements.

The Licensing Act 2003

The Licensing Act 2003 has four licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance

- The protection of children from harm.

Many village halls do not need a Premises Licence for entertainment purposes. However, a Premises Licence will still be required for:

- any entertainment between 11pm and 8am
- any entertainment to an audience of more than 500 people
- any exhibition of a film, where the intention is to make a profit, including raising money for charity (i.e. it is not a film club, film society, or local social group screening – see cinema section below).
- any boxing or wrestling entertainment.

For a performance of live music, the playing of recorded music, or an exhibition of a film, the village hall management committee must give prior written permission to the organiser for the entertainment activity to take place in the hall. This is a condition of the deregulation and is a legislative requirement. This can be done through the use of a formal hiring agreement. For an exhibition of a film, the hiring agreement should also stipulate that the organiser is responsible for ensuring that each screening abides by age classification ratings.

The village hall management committee must give prior written permission to the organiser for the entertainment activity to take place in the hall. This is a condition of the deregulation and is a legislative requirement.

Village halls applying for a Premises Licence for the sale of alcohol are required to submit an operating schedule explaining how the licensing objectives will be met. Risk assessments and the provision of a health and safety policy may be expected as part of this. Fire safety and hygiene conditions will be attached to licences. Premises classed as low risk will not have annual inspections by fire officers and environmental health officers. This places the onus on management committees to ensure that fire precautions, electrical installations and hygiene standards are well maintained. It is important to have a system for ensuring that electrical installations are checked every 3 – 5 years (requirements vary) by a qualified electrician, as this may not be a condition of the Premises Licence and could become overlooked.

The Occupiers Liability Act 1984

Under this Act a management committee owes a duty of care to users, even if they are trespassers. This duty of care applies to uninvited persons and persons exercising a private right of way over property if:

- it is aware of a danger or has reasonable grounds to believe it exists
- it knows, or has reasonable grounds to believe, that the trespasser is in the vicinity of the danger concerned or that the trespasser may come into the vicinity of the danger; and
- the risk from the danger is one from which, in all the circumstances, he may be expected to offer the trespasser some protection.

This is particularly relevant to car parks. For example, if the car park is full of pot holes, youths using the car park for skate boarding or elderly people walking a dog will be at increased risk of injury. The management committee should do a risk analysis. They should give warning of any danger concerned by installing a fixed notice i.e. discouraging people from taking the risk. It is essential, however, that the management committee understands that doing this does not absolve them of responsibility: it merely assists in any defence against any action for damages. Any particular hazards, such as deep holes, should be fenced off until dealt with. The duty is to take reasonable care to see that the trespasser does not suffer injury on the premises by reason of the danger concerned. Lack of funds is not a valid reason for not taking reasonable

steps. The duty is to take reasonable care to see that the trespasser does not suffer injury on the premises by reason of the danger concerned

The Control of Asbestos Regulations 2012

There is an explicit 'duty to manage asbestos' in non-domestic premises included in the Control of Asbestos Regulations 2012. In order to comply with these regulations village hall management committees will need to:

- take reasonable steps to find out if asbestos is present in the premises and assess the condition of the materials
- presume that materials do contain asbestos unless there is strong evidence that they do not
- prepare a record of location and condition of the materials and assess the risk from them
- prepare and implement the plan to manage the risk
- provide information on the location and condition of the material to anyone who is liable to disturb it
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date

As asbestos was used as a building material from the 1950's through to the mid-1980's it is likely that anyone carrying out construction and maintenance work may come across material containing asbestos (e.g. stripping out old insulation, ceiling tiles, asbestos cement sheets.)

It is essential that any works carried out are in accordance with 2012 regulations.

The Health and Safety (Display Screen Equipment) Regulations 1992

Special provisions apply to the use of Visual Display Units (VDUs) and for employees who use desktop computer monitors as a significant part of their work.

The Food Hygiene (England) Regulations 2006

This is a wide-ranging set of regulations and affects everyone working in food businesses, however large or small. Regulation (EC) No. 853/2004 on the Hygiene of Foodstuffs and Regulation (EC) No. 178/2002 on General Food Law are the main pieces of legislation with which village halls have to comply. Both regulations are European Community Regulations and are directly applicable in the United Kingdom.

The regulations apply to any establishment where food or drink is prepared, stored, sold or supplied, whether or not for profit, including village halls and community buildings. They lay down minimum legal standards which local authority environmental health officers have a duty to enforce. The regulations aim to ensure that all food sold is safe for human consumption and free from contamination or adulteration. They introduce the requirement on all food businesses to put in place management procedures to control food safety. Regulations apply to any establishment where food or drink is prepared, stored, sold or supplied, whether or not for profit, including village halls and community buildings

The Children Act 1989

The purpose of this Act is to promote and safeguard the welfare of children. Organisers of care provision for children which last for more than two hours have to register with local

authority social service departments and are subject to inspection by the Office for Standards in Education (Ofsted). Registration and inspection revolves around the suitability of the premises, as well as the organisers, and health, hygiene and safety issues are of paramount importance. As with obtaining a Premises Licence, these inspections should be seen as a useful means of identifying points that need attention to ensure that premises are safe. They may require, for example, provision of safety glass or protective material where glass is up to 800mm (2ft 8ins) from floor level. Where improvements are needed to meet Ofsted standards the hall committee or hirer may be able to access funding.

The Water Supply (Water Fittings) Regulations 1999

All plumbing systems, water fittings and equipment supplied or to be supplied, from the public water supply in England and Wales must conform to the Water Supply (Water Fittings) Regulations 1999. Owners and occupiers of premises and anyone who installs plumbing systems or water fittings must ensure that the systems and appliances satisfy these regulations. They must be designed, installed and maintained to meet the regulations' requirements and plumbing materials must conform to a suitable standard. Application of the regulations is not back-dated. Any plumbing system or water fitting which was installed lawfully before the regulations came into force can still be used, even if it would be illegal to install it now.

The Water Regulations Advisory Scheme (WRAS) is funded by all the UK water suppliers to provide an advisory service for water regulations. Approval by WRAS is a method by which compliance with the regulations can be guaranteed and most appliances sold in the UK will have WRAS approval. However, it is a voluntary scheme; water fittings and appliances do not have to be approved by WRAS, only comply with the regulations.

If village hall management committees intend to do their own installation they must ensure that they meet the requirements. If they are employing someone else, using an approved plumber will guarantee compliance of the new installation. An approved plumber will provide a certificate to state that his or her installation and maintenance work satisfies the regulations. If breaches of regulations are found in the certified work, the legal responsibility falls upon the approved plumber and not on the village hall.

'The Water Fittings and Materials Directory' published by WRAS gives up-to-date details of a wide range of items which have been tested and proved to comply with the regulations. This directory and the 'Water Regulations Guide' are available on request from WRAS.

Source: ACRE information sheet 15

Appendix C. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Trustees are required under RIDDOR to report some work–related accidents, diseases and dangerous occurrences. The following **MUST** be reported:

- a death or major injury
- an injury which results in someone being unable to work for more than three days
- a work–related disease
- a dangerous occurrence
- any injury which results in a member of the public being taken to hospital.

Hirers and users are asked to report any accidents to the events secretary

Source: ACRE Information sheet 15