

Peasehall Assembly Hall

Registered Charity number: 304808

Health and Safety Policy

This policy was last updated and approved by Trustees on 09/03/2026.

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Peasehall Assembly Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our volunteers, trustees and hirers.
- b) Keep the community building and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Peasehall Assembly Hall Trustees to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Trustees considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance.

The Trustees recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, they will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the trustees, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Part 2 - Organisation of Health and Safety

The Trustees have overall responsibility for health and safety at Peasenhall Assembly Hall.

The person delegated by the management committee to have day to day responsibility for the implementation of this policy is the Chair of Trustees.

It is the duty of all employees, hirers and visitors 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 hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, or the Bookings Secretary, 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.

The following persons have responsibility for specific items:

First Aid box:	Treasurer
Reporting of accidents:	Chair
Fire precautions and checks:	Chair
Risk assessment and inspections:	Chair
Information to contractors:	Chair
Information to hirers:	Bookings Officer
Insurance:	Treasurer

3 - Arrangements and Procedures

3.1 Licence

The Assembly Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	The Hall is licensed for	Times for which the activity is limited
a. The performance of plays	Y	09:00 - 23:30hrs
b. The exhibition of films	Y	09:00 - 23:30hrs
c. Indoor sporting events	Y	09:00 - 23:30hrs
e. The performance of live music	Y	09:00 - 23:30hrs
f. The playing of recorded music	Y	09:00 - 23:30hrs
g. The performance of dance	Y	09:00 - 23:30hrs
h. Entertainment similar to those in a to g above	Y	09:00 - 23:30hrs
i. Making music	Y	09:00 - 23:30hrs
j. Dancing	Y	09:00 - 23:30hrs
k. Entertainment similar to those in i to j above	Y	09:00 - 23:30hrs
l. The provision of hot food/drink	Y	09:00 - 23:00hrs
m. The sale of alcohol	Y	12:00 - 23:00hrs

3.2 Fire Precautions and Checks

The trustee with responsibility for testing and for the fire risk assessment is the Chairman.

Company hired to maintain and service fire safety equipment:

Name: Trident Fire Ltd
Address: 38 Barnham Broom Road, Wymondham. Norfolk NR18 0DF

The service record is located on the shelf at front entrance to hall.

List of Equipment and its location:

Item	Test interval	Location	Service Date
Emergency Lighting	Monthly	Above doors	Annual
Fire Alarm System	Weekly	Front door	Annual
Fire Exits	Fortnightly		Annual
Firefighting appliances	Annually	In Hall and kitchen	Annual
Electrical Installation	3 - 5 years		3-5 yrs

3.3 Procedure in case of accidents

The location of the nearest hospital with an Accident and Emergency/Casualty dept is:

Ipswich Hospital 01473 712233

The location and telephone number for the nearest doctor's surgery is:
Saxmundham Health Centre, Lambsale Meadow IP17 1DY. 01728 602022

The defibrillator is located on the outside wall of the kitchen.

The First Aid Boxes are on the wall next to the large fire escape in the main hall and within the wall mounted cupboard in the kitchen, where the accident book is also kept.

The person responsible for keeping this up to date is the Treasurer.

The accident forms are kept with this file. These must be completed whenever an accident occurs. Any accident must be reported to one of the Trustees if they are in attendance, or the Chairman.

3.3 Safety Rules

All hirers will be given information by the booking officer about safety procedures at the hall which they will be expected to follow (e.g., fire evacuation procedures) and will be shown the location of the accident book.

Volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The following practices must be followed in order to minimise risks:

Make sure that all emergency exit doors are clear as soon as the Hall is to be used and throughout the hiring.

Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.

Do not work on steps, ladders or at height until they are properly secured, and another person is present.

Do not leave portable electrical or gas appliances operating while unattended.

Do not bring onto the property any portable electrical appliances which have not been portable appliance tested. (PAT)

Do not attempt to move heavy or bulky items (e.g., stacked tables or chairs) - use the trolleys provided, or at least two people when moving such objects.

Do not stack more than five chairs.

Do not allow children in the kitchen except under close supervision Avoid overcrowding in the kitchen and do not allow running.

Wear suitable protective clothing when handling cleaning or other toxic materials.
Report any evidence of damage or faults to equipment or the building's facilities to the Chair.

Report every accident in the accident book.

Beware of and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors - mop spills immediately
- creating tripping hazards such as buggies, umbrellas, mops and other items left in the hall.
- use adequate lighting to avoid tripping in poorly lit areas risk to individuals while in sole occupancy of the building.
- Risks involved in handling kitchen equipment e.g., cooker, kettle and knives creating toppling hazards by piling equipment e.g., in store cupboard.

Contractors:

The Trustees will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the committee.
- The contractors are competent to carry out the work e.g., have appropriate qualifications, references, experience.
- Contractors have adequate public liability insurance cover.
- Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g., electricity cables)
- Contractors do not work alone on ladders at height (if necessary, a volunteer should be present).
- Contractors have their own health and safety policy for their staff.
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Insurance:

Details of the hall's Employer's Liability and Public Liability insurance cover are posted on the noticeboard in the front lobby of the hall.