

Weedon Old Schoolroom

29/31 High Street, Weedon, Aylesbury, Bucks. HP22 4NW
Registered Charity No. 1073035

HEALTH & SAFETY POLICY

Chair of Trustees and Management Committee: Joanna Rose
Tel: 07885 201159 Email: joanna@cjrose.net

PART 1 – GENERAL STATEMENT OF POLICY

This document is the Health & Safety Policy of the Weedon Old Schoolroom (Village Hall) (hereafter referred to as the WOS).

Our policy is to:

- a) provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members, contractors and hirers
- b) keep the WOS and equipment in a safe condition for all users
- c) provide such training and information as is necessary to volunteers and users

It is the intention of the WOS Management Committee 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 WOS Management Committee considers the promotion of the health and safety of its volunteers and committee members and those who use its premises, including contractors who may work there, to be of great importance. The management committee recognises 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, it will seek to encourage volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Volunteers, committee members, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, 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.

Signed: (On behalf of the WOS Management Committee)



Name: **Joanna Rose**

Position: Chair, WOS Management Committee Date: 28-09-26

PART 2: ORGANISATION OF HEALTH & SAFETY

The WOS Management Committee has overall responsibility for health and safety at the Weedon Old Schoolroom Village Hall. The persons delegated by the management committee to have day to day responsibility for the implementation of this policy are:

Bookings Secretary & Hall Supervisor

Name: **Louise Sellers** Tel: 07778 542592

Address: Lear House, 13 High Street, Weedon, Aylesbury, Bucks HP22 4NW

Secretary, WOS Management Committee

Name: **Margaret Askew** Tel: 01296 641355

Address: Vine Cottage, 24 High Street, Weedon, Aylesbury, Bucks HP22 4NW

It is the duty of all volunteers, committee members, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the exterior curtilage.

Should anyone using the WOS come across a fault, damage, or other situation which might cause injury and cannot be rectified immediately, they should inform the Bookings Secretary, the person first mentioned 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, and it should be placed in the lobby in front of the cupboard below the serving hatch.

The following persons have responsibility for specific items:

First Aid box:	Beverley Jones
Reporting of accidents;	Louise Sellers
Fire precautions and Smoke Alarm checks:	Louise Sellers
Training in use of hazardous substances and equipment:	Joanna Rose
Risk assessment and inspections:	WOS Management Committee
Information to contractors:	Louise Sellers/Joanna Rose
Information to hirers:	Louise Sellers
Insurance:	Joanna Rose

Plans of the WOS are attached:

Appendix 1: showing the location of fire exits and fire extinguishers

Appendix 2: showing the fuse box, stop valve, boiler, stairs, smoke detector, carbon monoxide detector and loft accesses

Appendix 3: showing the assembly point in the event of evacuation

PART 3: ARRANGEMENTS & PROCEDURES

3.1 LICENCE

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

Activity	The hall is licensed for public events Monday to Friday 18:00-23:00 Saturday 14:00-23:00
a) The performance of plays	YES
b) The exhibition of films	YES
c) Indoor sporting events	NO
d) Boxing or wrestling entertainment	NO
e) The performance of live music	YES
f) The playing of recorded music	YES
g) The performance of dance	YES
h) Entertainments similar to those in a, b, e, f, g	YES
i) Making music	YES
j) Dancing	YES
k) Entertainment similar to those in i-j	YES
l) The provision of hot food/drink after 11pm	NO
m) The sale of alcohol	NO

3.2 FIRE PRECAUTIONS & CHECKS

See Appendix 1 showing the location of fire exits and fire extinguishers and Appendix 3 showing the assembly point, in the event of evacuation

- Person on management committee with responsibility for testing smoke detectors: **Louise Sellers**
- Local fire station: **Buckinghamshire Fire & Rescue**: 01296 744400
- Company hired to maintain & service fire equipment: **MC Fire Protection** Unit 86 Telford Road, Bicester OX26 4LD Tel No: 01869 252600
- Location of service record: The Fire Safety Log Book is in the Health & Safety folder, which is kept in the hall kitchen.

List of Equipment	Test interval	Location	Last Service Date	Service Record
Residual Current Device	Annually by electrician	Front store	April 2026	In electrical folder
Emergency lighting	Annually by electrician & monthly by Louise Sellers		April 2026	
Electrical PAT test	Annually by electrician		April 2026	
Whole installation	By electrician every 5 years		April 2022	
Firefighting appliances	Annually by service company	See plan	March 2026	On appliances
Fire exits – main hall	Weekly	See plan	n/a	n/a
First Aid box	Monthly	Lobby	n/a	Lobby
Fire escape ladder	Annually at risk assessment	Upper room	n/a	n/a
Fire extinguishers tags	Monthly	See plan	n/a	Kitchen
Disabled toilet alarm	Monthly	Toilet	n/a	
Smoke detectors	Monthly	See plan	n/a	
Rear movement light	Monthly	Outside	n/a	
Torch batteries	Monthly	Various rooms	n/a	

PROCEDURE IN CASE OF ACCIDENTS

The location of the nearest hospital Accident & Emergency/Casualty dept is:

Stoke Mandeville Hospital, Mandeville Road, Aylesbury HP21 8AL 01296 315000

The location and telephone number for the nearest doctor's surgery is:

3W Health, 49 Oving Road, Whitchurch HP22 4JF 01296 711150

The First Aid Box is located in **the entrance lobby**

The person responsible for keeping this up to date is **Beverley Jones**

The accident book/forms are kept with this file in the middle drawer of the kitchen. This must be completed whenever an accident occurs. Any accident must be reported to the member of the management committee responsible who is: **Louise Sellers**

The person responsible for completing RIDDOR forms and reporting accidents is: **Louise Sellers**

The following major injuries or incidents must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Any penetrating injury to the eye (including chemical)
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of a scaffold over 5m high
- Unintended collapse of a building under construction or alteration, or of a wall or floor
- Explosion or fire

SAFETY RULES

All hirers are expected to read the whole of the Hiring Schedule and the Hiring Agreement and should sign the Hiring Agreement as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the booking secretary about safety procedures at the hall which they will be expected to follow (eg, fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health & safety file.

Risk assessments have been carried out, including those for hazardous substances and fire procedures to be adopted in order to minimise risk are identified in the hiring agreement. Volunteers, committee members, hirers and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the committee, 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 committee has carried out risk assessments, and a copy of the risk assessment can be seen in Appendix 3. This includes the following fundamental Health & Safety practices that must be followed in order to **MINIMISE RISKS:**

- **Make sure that all emergency exit doors are clear and unlocked 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 appliances operating while unattended. No gas appliances are permitted.
- **Do not bring** onto the property any portable electrical appliances which have not been Portable Appliance Tested
- **Do not** attempt to move heavy or bulky items such as the long tables with fewer than two people. A trolley is provided for the stack of chairs in the front store. The electric piano is in two separate parts.
- **Do not stack** more than 12 chairs on the wall racks or more than 30 chairs on the trolley in the front store
- **Do not** allow children in the kitchen except under close supervision (eg for supervised cookery lessons or in the case of older children for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** evidence of damage/faults to equipment/the building's facilities to **Louise Sellers**
- Report every accident in the accident book and to **Louise Sellers**

SAFETY RULES (continued)

Be aware and seek to AVOID THE FOLLOWING RISKS:

- Avoid creating slipping hazards on stairs, polished or wet floors – mop spills immediately. Use the free-standing signs to indicate a wet floor.
- Avoid creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors. Tape or cover electric cables.
- Use adequate lighting to avoid tripping in poorly lit areas
- Avoid risk to individuals while in sole occupancy of the building
- Avoid risks involved in handling kitchen equipment eg cooker, water heater and knives
- Avoid creating toppling hazards by piling equipment eg in store cupboards

CONTRACTORS

A management committee representative 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 eg 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 (eg 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

As the WOS is a Listed Building, contractors have additional responsibilities to comply with conditions as set down by English Heritage.

INSURANCE

A copy of the insurance certificate is found at the back of this folder.

The company providing the hall's Employers' Liability & Public Liability insurance cover is:

Ecclesiastical, Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester
GL3 4AW
Date of Renewal 31st May 2027

REVIEW OF HEALTH & SAFETY POLICY

The management committee reviews this policy annually in September – due next in 2027.

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or volunteers or committee members.

ORGANISATIONS THAT CAN GIVE ADVICE ON HEALTH AND SAFETY:

The Health & Safety Executive, Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS
Tel: 0345 3009923 Website: <http://www.hse.gov.uk>

Buckinghamshire Fire & Rescue Services, Stocklake, Aylesbury HP20 1BD
Tel: 01296 744400

The local environmental health department

Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury HP19 8FF
Tel: 0300 1316000 Email: environmentalhealth@buckinghamshire.gov.uk

EMERGENCY FIRE INCIDENT PROCEDURE

Ensure you are familiar with the location of the two fire exits at the front and back of this building and the location and use of the fire extinguishers.

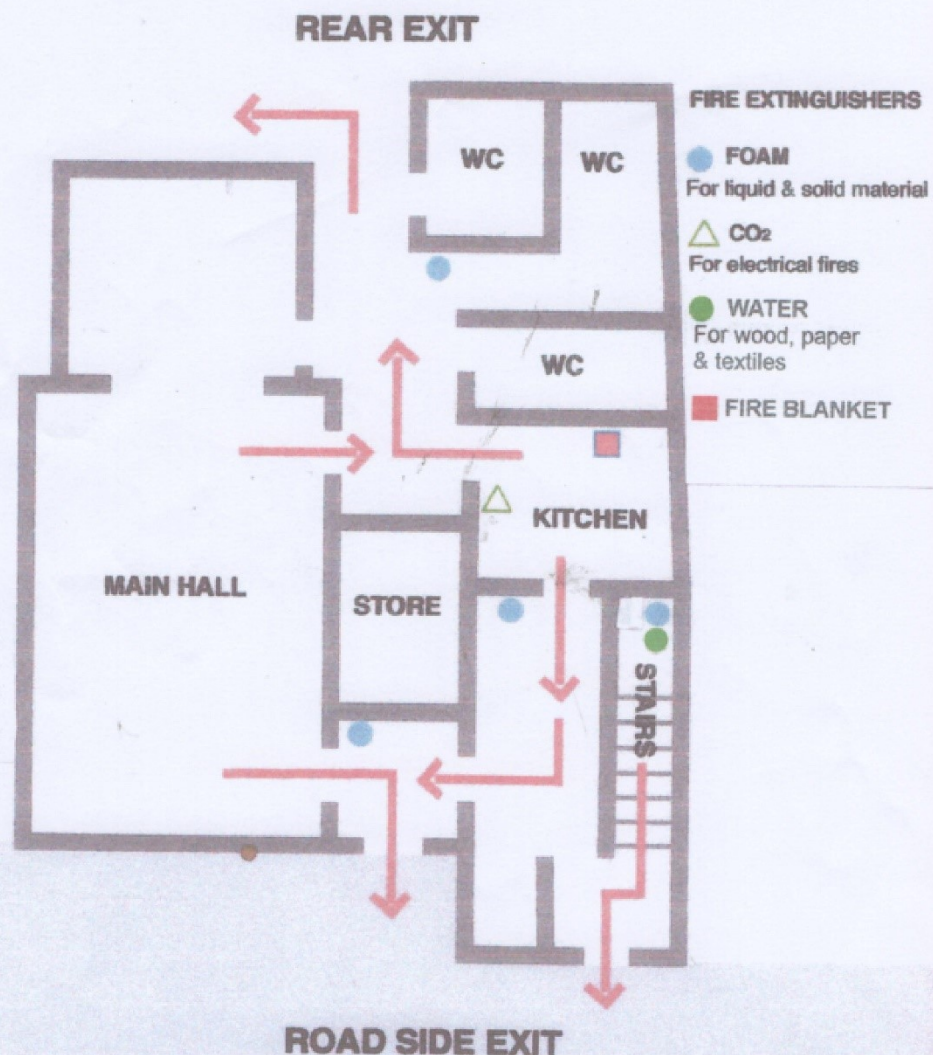
In the event of a fire, evacuation of the building must be carried out in an efficient and effective manner:

- 1 Call Emergency Services by phoning 999.**
- 2 Evacuate the building immediately by the nearest/safest Fire Exit.**
- 3 The Person in Charge must nominate persons to check toilets, kitchen and upstairs room (if safe to do so) and assist any disabled persons to leave safely.
- 4 Close all doors behind you. Do not go back to collect any personal belongings.
- 5 Cross over the High Street and assemble in the fire assembly point, which is the access to Newville, located directly to the left of the front of the building.**
- 6 The Person in Charge must control the group, check that everyone has safely left the building and call the register/list of those attending, if available.
- 7 The Person in Charge should promptly provide information to the Emergency Services on their arrival.
- 8 Do not return to the building until you have been given the “All Clear” by Emergency Services.

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WEEDON OLD SCHOOLROOM FIRE ESCAPE ROUTES



TO CALL THE FIRE BRIGADE:
DIAL 999 AND GIVE THIS ADDRESS
29/31 High Street, Weedon, Aylesbury, HP22 4NW
What 3 Words: crockery.mouths.whimpered

August 2026

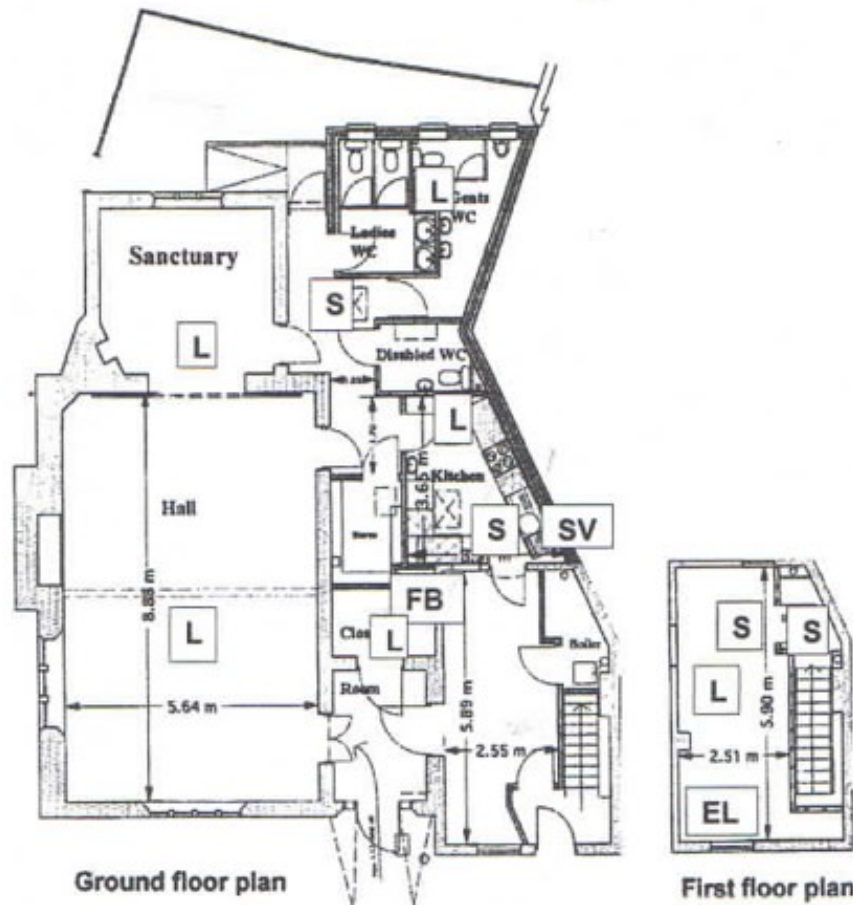
Weedon Old Schoolroom

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APPENDIX

2.

Weedon Schoolroom Floor Plan



EL Escape Ladder

FB Fuse Box

L Loft Trap

S Smoke Detector

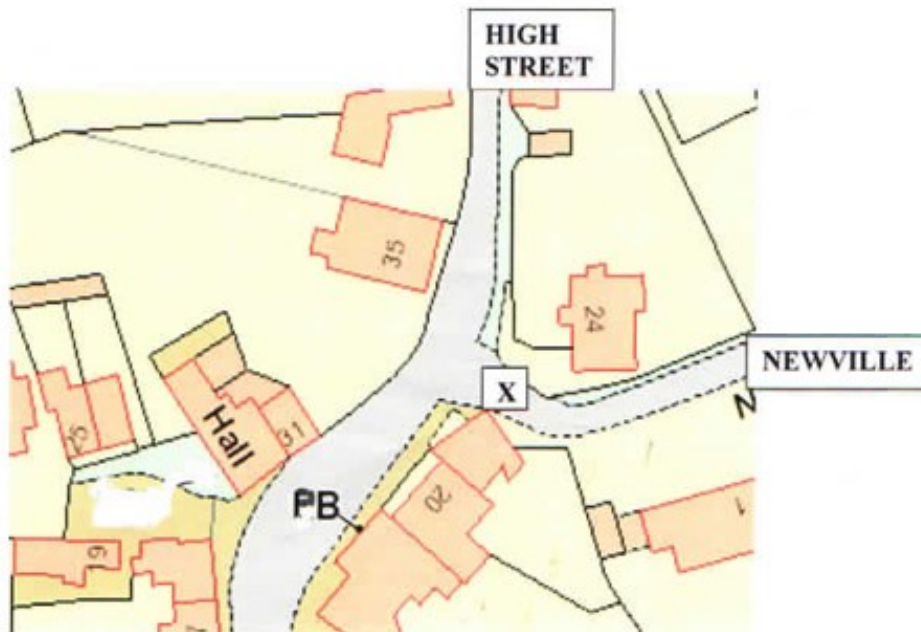
SV Stop Valve

Weedon Old Schoolroom

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APPENDIX
3.

In EMERGENCY the assembly point is at the entrance to NEWVILLE
as shown on the map below



X FIRE ASSEMBLY POINT

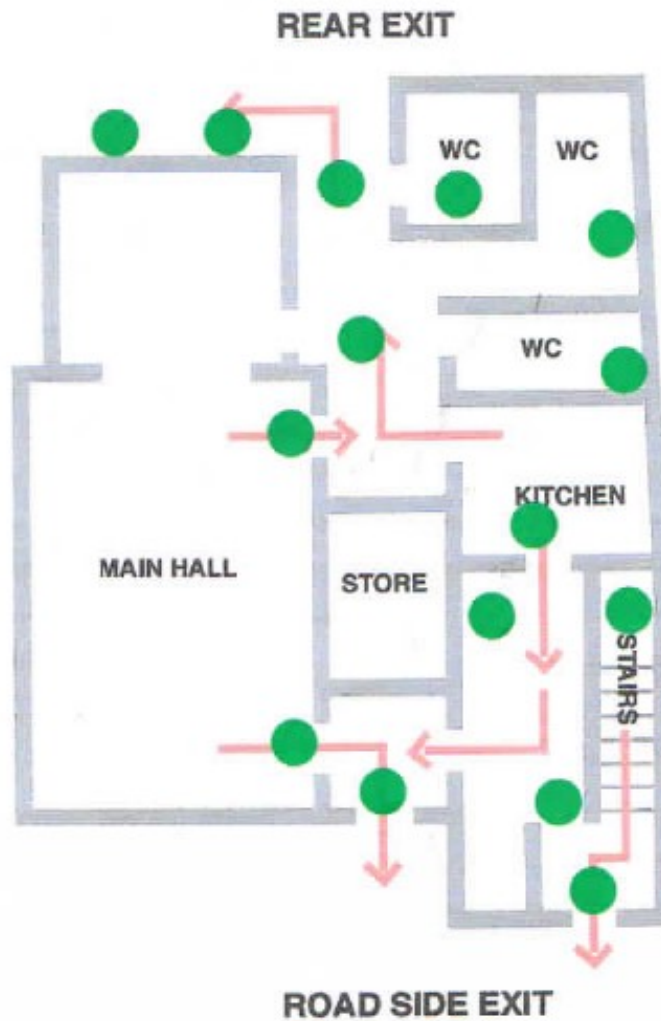
PB Post Box

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APPENDIX
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WEEDON OLD SCHOOLROOM EMERGENCY LIGHTS



First floor plan

TO CALL THE FIRE BRIGADE:

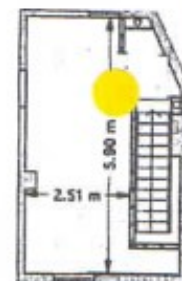
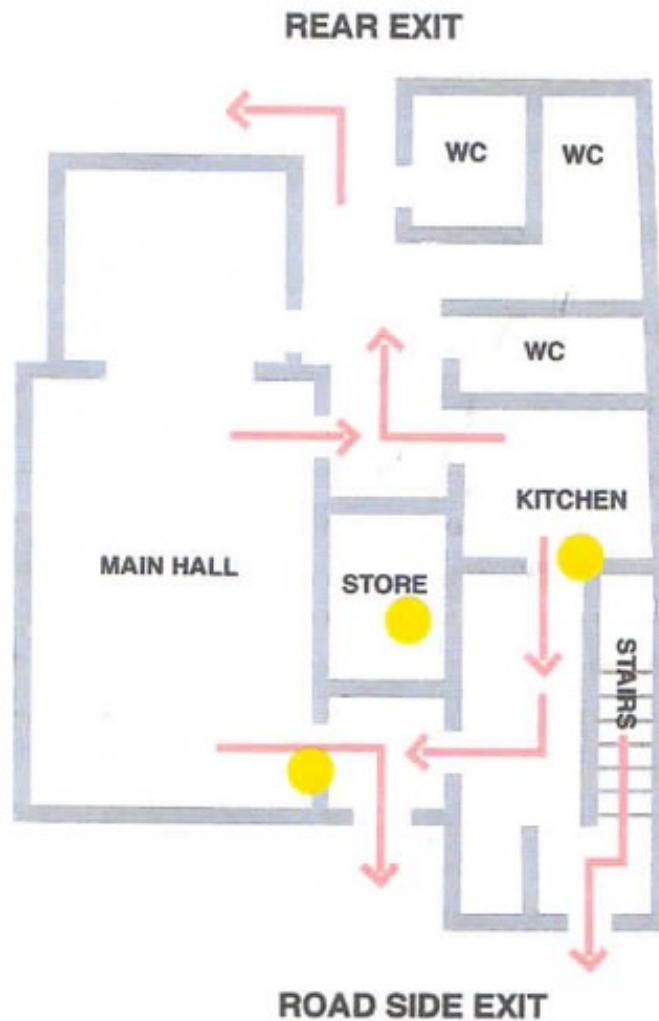
DIAL 999 AND GIVE THIS ADDRESS;
29/31 High Street, Weedon, Aylesbury, HP22 4NW

Weedon Old Schoolroom

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APPENDIX
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WEEDON OLD SCHOOLROOM LOCATION OF TORCHES



First floor plan

TO CALL THE FIRE BRIGADE:

DIAL 999 AND GIVE THIS ADDRESS;
29/31 High Street, Weedon, Aylesbury, HP22 4NW