

**HEALTH & SAFETY POLICY**  
**OF**  
**THE WINN MEMORIAL PARISH HALL CIO (“the CIO”)**

It is the intention of the Winn Hall Management Committee (“the Management Committee”) to comply with the Health & Safety legislation and to act positively where it can, to prevent injury, ill health or any danger or loss arising from its activities and operations.

Signed on behalf of the Management Committee

Name: David Airey

Position: Chair

Date: 26 April 2026

## 1. GENERAL INTRODUCTION

The inherent requirement is that all concerned (Management Committee members, trustees, employees, volunteers and users) should be aware of their legal and moral obligations in relation to the need to follow good practice in all aspects of Health and Safety and should be aware of their responsibilities under the appropriate Health & Safety Legislation.

Particular attention should be given by all employees, Management Committee members, volunteers, visitors and hirers of the premises to the following:

- Risk of electric shock from portable electrical equipment and/or damaged or dangerously exposed parts of the general electrical installation.
- Risk of electric shock caused by the operation of the main electrical switch gear.
- Risk of slipping on steps, polished or wet floors.
- Risk of accidents when using ladders inside and outside the building.
- Risk of injury through incorrect lifting/moving of heavy or bulky items, e.g. piano keyboard, tables and chairs.
- Inadequate use of artificial lighting, e.g. in areas of insufficient natural light.
- Risk to any person in sole occupancy of the building.
- Risk involved in the handling, storage and usage of cleaning or similar materials which may be toxic or generally dangerous.
- Risks involved in handling or using kitchen equipment, e.g. knives, water heaters, gas stove, etc.

### **Adoption of the following practices will minimise these and other potential risks**

- **Make sure** that all emergency exit doors are clear and unlocked as soon as the premises are to be used.
- **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 or ladders until the same are properly secured **and another person is present.**
- **Do not** stand on chairs or other objects that are not designed to stand on.
- **Do not** leave portable electric or gas appliances operating while unattended.

- **Do not** bring electrical appliances into the premises.
- **Do not allow unaccompanied children in the kitchen area.**
- **Be aware** of the risk of injury through incorrect lifting/moving of heavy or bulky items e.g. piano keyboard, tables, chairs, etc.
- **Be aware** of the risk involved in handling or using kitchen equipment, e.g. knives, water heaters, gas stove, etc.
- **Be aware** of the risk of slipping on stairs and polished or wet floors.
- **Report** any evidence of damage, potential damage or misuse of the building structure and/or contents and facilities to the Chair or a member of the Management Committee shown on the notice board in the Main Hall.
- **Wear** suitable protective clothing when handling/using cleaning or other similar (toxic) materials.
- **Report** any accidents (whether or not resulting in injury or damage to person or property) to the Chair or a member of the Management Committee shown on the notice board in the Main Hall, and ensure that all relevant details of any injuries are recorded in the accident report folders in the Main Hall (kitchen) and Nugent Room.

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## **2. ORGANISATION OF HEALTH AND SAFETY**

### **Responsible Body**

The Management Committee has overall responsibility for Health and Safety in the building and surrounding car park.

The person delegated by the Management Committee to have day-to-day responsibility for the implementation of the policy is:

Name: David Airey

Address: Ivy Cottage, The Common, Dunsfold, GU8 4LL

Tel. 01483 200575

### **Inspections**

An inspection of health and safety including fire risk assessment is carried out annually by members of the Management Committee and reported to the committee. Copies of the annual reports are available on request from the Management Committee Chair.

An inspection of the fire safety equipment is undertaken annually by the company hired to check, maintain and service such equipment. Currently this is Churches Fire Security Ltd. A copy of their report is available from the Bookings Officer.

An inspection of emergency lighting is undertaken bi-annually by the company hired to check, maintain and service such lighting. Currently this is Churches Fire Security Ltd. A copy of their report is available from the Management Committee Chair. and is also available in the Main Hall kitchen.

An Inspection of the electrics in the form of a PATS test of all electrical equipment provided in the Hall is undertaken annually by the company hired to check such equipment. Currently this is Barton Electrical Services Limited. The same company also carries out a five-yearly check of all electrics in the Hall. Copies of the reports are available from the Management Committee Chair.

### **Reporting Health and Safety Issues**

It is the duty of all volunteers, employees, visitors and hirers of the Hall to take care of themselves and others who may be affected by their activities and cooperate with the Management Committee in making the building a safe and healthy one.

Should an employee, volunteer, visitor or hirer come across a health and safety problem in the building or surrounding car park which cannot be rectified immediately, then the person responsible for health and safety, the Bookings Officer or another Management Committee member should be informed in order that the matter might receive attention. Details of Management Committee members are given on the Notice Board in the Main Hall.

Management Committee members responsible are

Fire Precautions: David Airey

First Aid Boxes: David Airey

Bookings: Ali Allison  
Contractors and Visitors: David Airey  
COSHH Regulations: David Airey  
Risk Assessments and Inspections: David Airey and Peter Rayner  
Reviewing Health and Safety Policy: David Airey

Trustee of the CIO responsible is

Insurance: Richard Woof (tel: 01483 201111 email: email@richard-woof).

### **3. SAFETY ARRANGEMENTS AND COMPLIANCE**

Details of safety arrangements are set out in the Conditions of Hire and should be read by all hirers. They are set out here:

#### **1. Public safety compliance**

(a) The Hirer must comply with all conditions and regulations made in respect of the Property by the Local Authority, the Licensing Authority, the Village Hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

(b) The Hirer acknowledges being aware of the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Winn Hall.
- The location (which is shown on the plan in the Information published on the CIO's website ([www.dunsfold.info](http://www.dunsfold.info))) and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(c) In advance of an entertainment, play or other event the Hirer must check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the Property.
- That they have pointed out to those present the fire exits for emergency evacuation.

(d) Where the Hirer brings onto the Property any items that may pose a public risk they acknowledge that they have informed the Bookings Officer and that they have read and will abide by the guidance in the information provided by the Royal Society for the Prevention of Accidents published on their website – [www.rosipa.com](http://www.rosipa.com). Bouncy castles or similar equipment are not permitted.

(e) The Hirer must ensure that the maximum number of people in The Winn Hall and The Nugent Room shall not exceed the following;

- (i) The Winn Hall –
  - Standing only – 185
  - Seated theatre style – 110
  - Seated at tables - 100
- (ii) The Nugent Room –
  - Standing only – 30
  - Seated theatre style – 20
  - Seated at tables – 15

## **2. Means of escape**

- (a) All means of exit from the Property must be kept free from obstruction and immediately available for instant clear public exit.
- (b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the Property is occupied (if not operated by an automatic mains failure switching device).

## **3. Outbreaks of fire**

The Fire Brigade must be called to any outbreak of fire, however slight, and details must be given to the Bookings Officer.

## **4. Health and hygiene**

The Hirer must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the Property must be refrigerated and stored in compliance with the Food Temperature Regulations. The Main Hall's kitchen is provided with a refrigerator but not a thermometer. The Nugent Room is not provided with a refrigerator or thermometer.

## **5. Electrical appliance safety**

The Hirer must ensure that any electrical appliances brought by them onto the Property and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the Hirer must make use of it in the interests of public safety.

## **4. IN THE EVENT OF FIRE**

- 1) Call the fire brigade Tel: 999

Nearest telephone is in the kitchen.

If it is not possible to use this telephone the next nearest is in a

phone box by the road south of the Winn Hall.

The mobile phone signal in the Winn Hall is very weak or non-existent but if a mobile phone has the facility the Winn Hall's WiFi can be used for making a mobile phone call.

- 2). Without placing yourself in danger try to extinguish the fire using the fire extinguishers.
- 3). Evacuate the building as soon as possible by the nearest route available and assemble in the car park away from the building.
- 4). Do not leave the car park or return to the building until told to do so by the person in charge and/or the fire officer at the scene.

List of equipment and location:

| Item              | Hall        | Location      |
|-------------------|-------------|---------------|
| 2 x fire blankets | Main        | Kitchen       |
| 1 x CO2           | Main        | Kitchen       |
| 1 x CO2           | Main        | By ladies WC  |
| 2 x water ext.    | Main        | N & W . exits |
| 1 x foam          | Nugent room | By WC         |

Do not use water on electrical fire.

## **5. FIRST AID, REPORTING AND RECONDING OF ACCIDENTS**

First aid boxes are located in the kitchen of the Main Hall on the wall to the right of the sink and in the Nugent Room on the wall by the sink on the side facing the rear car park. If anything is used from a first aid box this should be reported to a member of the Management Committee for replacement purposes.

The accident form folders are located in the kitchen in the Main Hall and in the Nugent Room.

In the event of an accident this should be reported to a member of the Management Committee (list on Notice Board in the Main Hall)

## **6. INSURANCE**

Insurer: Zurich Insurance Company Ltd

Policy: Policy Number: XA01220767063

Insured: The Winn Memorial Parish Hall CIO

Main Cover:

Buildings: Insured for the estimated re-building cost

Contents: Insured for the estimated replacement cost

Public Liability: £10,000,000

Employer's Liability: £10,000,000

Hirer's Liability: £2,000,000

Additional Cover:

Business Interruption  
Money  
Libel & slander  
Financial and administration liability  
Personal Accident  
Trustees Indemnity  
Terrorism