

HUNSTON VILLAGE HALL
Serving the community of Hunston and surrounding
Hunston Village Hall Selsey Road, Hunston, PO20



Health & Safety and Fire Safety Policy

Reviewed and Updated: 4 January 2026

Next Review Date: 4 January 2027

Part 1: General Statement of Policy

Our policy is to:

- a) Provide healthy and safe working conditions, equipment, and systems of work for our employees, volunteers, the Trustee, and hirers.
- b) Keep Hunston Village Hall and its equipment in a safe condition for all users.
- c) Provide appropriate training and information to staff, volunteers, and users as necessary.

It is the intention of the Hunston Village Hall Trustee to comply fully with all relevant health and safety legislation and to act positively, wherever reasonably practicable, to prevent injury, ill health, or any danger arising from hall activities and operations.

The Hunston Village Hall Trustee considers the promotion of health and safety for employees, volunteers, hirers, visitors, and contractors to be of great importance. The Trustee recognises that the effective prevention of accidents depends as much on awareness, good attitude, and personal responsibility as it does on safe equipment and procedures. All individuals involved with the hall are therefore encouraged to follow and promote safe working practices.

Employees, hirers, and visitors are expected to:

- Comply with all safety requirements and notices displayed on the premises.
 - Follow the practices set out in the hiring agreement.
 - Take responsibility for their own safety and that of others who may be affected by their actions.
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Signed (on behalf of Hunston Village Hall): Carol Smith (Carol Smith)

Name: Hunston Parish Council

Position: Hunston Village Hall Trustee

Date: 04 January 2026

Part 2: Organisation of Health and Safety

Overall Responsibility:

The Hunston Village Hall Trustee has overall responsibility for health and safety at Hunston Village Hall.

Day-to-Day Responsibility:

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

Name: Carol Smith

Telephone: 01243 789039

Address: Hunston Village Hall Selsey Road Hunston CHICHESTER PO20 1AW

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 cooperate with the Trustee in maintaining safe and healthy premises, including outdoor areas.

If anyone using the hall encounters a fault, damage, or other hazard that cannot be immediately rectified, they must inform the responsible person or the Trustee as soon as possible so that appropriate action can be taken.

If equipment is unsafe, a warning notice must be placed on it, and it should be clearly marked as **“Not to be used.”** If a hall user, volunteer or staff discovers a fault in any equipment, please email admin@hunstonparishcouncil.gov.uk.

Specific Responsibilities

Area of Responsibility	Responsible Person
First Aid Box	Parish Clerk/ Assistant Clerk
Reporting of Accidents	Parish Clerk/ Assistant Clerk
Fire Precautions and Checks	Parish Clerk/ Assistant Clerk
Training in Use of Hazardous Substances and Equipment	Parish Clerk/ Assistant Clerk
Risk Assessment and Inspections	Parish Clerk/ Assistant Clerk
Information to Contractors	Parish Clerk/ Assistant Clerk
Information to Hirers	Parish Clerk/ Assistant Clerk
Insurance	Parish Clerk/ Assistant Clerk

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stopcock, boiler, stairs, and loft access.

Part 3: Arrangements and Procedures

3.1 Licence

Hunston Village Hall holds a Premises Licence authorising the following regulated entertainment and licensable activities (subject to licence conditions and permitted hours):

- Performance of plays
- Exhibition of films
- Indoor sporting events
- Performance of live and recorded music
- Performance of dance or similar entertainment
- Provision of hot food/drink after 11 p.m. (if applicable)

3.2 Fire Precautions and Checks

Fire Risk Assessment – Summary (Reviewed 04 January 2026)

- **Premises:** Hunston Village Hall, Selsey Road, Hunston, PO20 1AW
- **Assessor:** Carol Smith
- **Occupancy Type:** Community use (meetings, events, classes, small functions)
- **Maximum Occupancy:** 200 persons
- **Description:** Single-storey brick building with main hall, kitchen, accessible toilets, and storage area.
- **Heating:** Gas-fired radiators. No sleeping accommodation.
- **Fire Warning System:** Manual hand bell located in the entrance hall (audible throughout).
- **Firefighting Equipment:** CO₂ and water extinguishers serviced annually, plus a fire blanket in the kitchen.
- **Escape Routes:** Clearly marked front and rear exits, both outward-opening and unobstructed, leading to the car park assembly point.

Recommendations and Ongoing Actions:

- Install battery-operated smoke detectors for early fire detection.
- Ensure exits remain clear at all times.
- Review and maintain clear, visible fire safety notices.
- Provide all hirers with fire safety instructions at booking.
- Conduct an annual fire drill for regular users or volunteers.

IN THE EVENT OF A FIRE (Emergency Plan)

1. **Sound the alarm immediately** using the manual bell.
2. **Evacuate the building** – give clear, loud instructions to proceed to the assembly point at Hunston Village Green / Car Park.
3. **Check rooms** (if safe) to ensure all occupants have exited.
4. **Use extinguishers** only to clear a safe passage to an exit.
5. **Account for all attendees** once outside.
6. **Dial 999.**
Address: Hunston Village Hall, Selsey Road, Hunston, West Sussex, PO20 1AW.
7. **Ensure access is clear** for emergency vehicles.
8. **Appoint two guides** – one at the main road entrance and one at the hall gates to direct emergency services.
9. **Do not re-enter** until authorised by the Fire Service.

Emergency Contacts:

- Carol Smith (Parish Clerk)- 07595092547
- Tony Brown (Chair of Hunston Club)- 07796836582

Local Fire Station:

Chichester Fire Station, North Street, Chichester, PO19 1BD

Tel: 01243 752441 (Emergency: 999)

Email: wsfrs@westsussex.gov.uk

Service Records: Fire Safety File – Hunston Village Hall Office

3.3 Periodic Fire Safety Checklist

The Trustee will ensure that regular inspections and tests are carried out on:

- Fire exits, emergency lighting, extinguishers, and alarms.
- Electrical systems and portable appliances (PAT testing annually; fixed wiring every 5 years).

- Furniture, curtains, and furnishings for fire safety compliance.
- Structural integrity and access routes.

Maintenance and Testing Schedule

Item	Frequency	Record Kept
Fire extinguishers	Annual service	Yes
Manual bell	Weekly test	Yes
Emergency lighting	Weekly test	Yes
Electrical inspection	Every 5 years	Yes
PAT testing	Annual	Yes

3.4 Procedure in Case of Accidents

Nearest Hospital (A&E):

St Richard's Hospital, Spitalfield Lane, Chichester, PO19 6SE Tel: 01243 788122

Nearest GP Surgery:

Cathedral Medical Group, 15 Cawley Rd, Chichester, PO19 1XT Tel: 01243 813450

First Aid Box: Passageway to the left of the kitchen door.

Responsible Person: Parish Clerk/Assistant Clerk

Accident Book: Kept in the Health and Safety File – must be completed after any incident.

Reporting:

- All accidents should be reported to: [Insert Responsible Person]
- RIDDOR-reportable incidents must be reported by: [Insert Responsible Person]

RIDDOR Incidents Include:

- Fractures (excluding fingers/toes)
 - Amputation or dislocation of major joints
 - Electric shock injuries
 - Loss of sight
 - Fire, explosion, or structural collapse
- (See full list at: www.hse.gov.uk/riddor)
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3.5 Safety Rules for Hirers

All hirers must read and sign the **Hiring Agreement**, confirming they understand and will comply with all safety procedures.

Before use, hirers will receive a briefing on:

- Fire evacuation routes and assembly points
- Safe use of equipment and trolleys
- Location of first aid and accident book

Risk Assessment and Safe Practices

The Trustee has carried out comprehensive risk assessments, including hazardous substances and fire safety. The following must be observed:

- Keep emergency exits unlocked and clear.
- Do not use damaged or wet electrical equipment.
- Never leave portable heaters or cookers unattended.
- Do not bring untested electrical equipment.
- Use trolleys for heavy items; do not stack chairs above five high.
- Allow children in the kitchen only under supervision.
- Wear protective gear when handling cleaning materials.
- Report damage or faults immediately.

Common Hazards to Avoid:

- Slips and trips on wet or cluttered floors.
 - Blocked corridors or poorly lit areas.
 - Unsafe stacking of items in storage areas.
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3.6 Contractors

Before work begins, the Trustee will ensure that contractors:

- Are competent and insured.
 - Have read the hall's Health and Safety File.
 - Are aware of hazards (e.g. gas pipes, electrical cables).
 - Do not work at height alone.
 - Follow current electrical and safety regulations.
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3.7 Insurance

Detail	Information
Insurer	Ecclesiastical
Policy No.	LCO02810
Renewal Date	01 November 2027

3.8 Review of Health and Safety Policy

This policy and its associated fire risk assessment will be reviewed **annually** by the Trustee or following any significant change to the building, its layout, or use, or following any fire or safety incident.

Signed by: Carol Smith

Name (Hunston Village Hall Trustee): Carol Smith

Date: 4th January 2026