Robert Monk's Foxton Charity
Registered Charity Number 234281
Health and Safety Policy

1. General Statement of Policy

This document is the Health and Safety Policy of the Robert Monk's Foxton Charity.

The policy is to:

1. Provide healthy and safe working conditions, equipment and systems of work for our employees, trustees and hirers
2. Keep the Robert Monk Hall building and equipment in a safe condition for all users
3. Provide such training and information as is necessary to staff and users

It is the intention of the Robert Monk's Foxton Charity 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.

Robert Monk's Foxton Charity Trustees consider the promotion of the health and safety of its employees at work and 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, trustees 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.

2. Organisation of Health and Safety

The Trustees of the Robert Monk's Foxton Charity have overall responsibility for health and safety at the Robert Monk Hall.

The persons delegated by the Trustees to have day to day responsibility for the implementation of this policy are:

Name: Sarah Luke

Position: Secretary

Telephone No: 0790 910 7558

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(s) below 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 storeroom.

The following persons have responsibility for specific items:

First Aid box:	Sarah Luke	Secretary
Reporting of accidents:	Sarah Luke	Secretary
Fire precautions and checks:	Sarah Luke	Secretary
Risk assessment and inspections:	Brett Lane	Trustee
Information to contractors:	Sarah Luke	Secretary
Information to hirers:	Sarah Luke	Secretary
Insurance:	Sarah Luke	Secretary

3. Arrangements and Procedures

3.1 Licence

The Robert Monk Hall has an Entertainment Licence and Performing Rights Licence

3.2 Fire Precautions and Checks

Company hired to maintain and service firefighting appliances:

Name:	Harborough Fire and Safety Ltd
Tel No:	01858 461045
Location of service record:	Locked notice board in hall entrance corridor

Company hired to maintain and service Emergency lighting and fire alarms:

Name:	Harborough Fire and Safety Ltd
Tel No:	01858 461045
Location of service record:	Locked notice board in hall entrance corridor

List of equipment and its location

Item	Test interval	Location
Emergency Lighting	Monthly	All corridors
Fire exits	Annually	See attached plan
Fire fighting appliances	Annually	See attached plan
Electrical installation	Annually	Meeting room and car park corridor

3.3 Procedure in case of accidents

The Location of the nearest Minor Injuries unit is:

St Luke's Hospital
33 Leicester Road
Market Harborough
LE16 7BN

Tel no: 01858 410300

The location of the nearest hospital Accident and Emergency department is:

Kettering General Hospital

Rothwell Road
Kettering, Northants
NN16 8UZ

Tel no: 01536 492000

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

Market Harborough Medical Centre
67 Coventry Road, Market Harborough
LE16 9BX

Tel no: 01858 464242

The First Aid box is located in:

The kitchen above small hand-washing basin

4. Safety Rules

All hirers will be expected to read the whole of the hiring agreement and must record on the online booking system that they agree to the hiring conditions in order to proceed to book the hall. Information about safety procedures at the hall which all hirers are expected to follow is included with the terms and conditions with the confirmation of booking.

It is the intention of the Trustees of Robert Monk's Foxton Charity 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.

Employees, hirers and visitors are 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 Trustees have carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency 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 or gas appliances operating while unattended
- 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 (e.g. stacked tables or chairs) – use the trolleys provided
- Do not stack chairs more than five chairs
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. 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 any evidence of damage or faults to equipment or the building's facilities to the secretary
- Report every accident in the accident book and to the secretary
- Be aware 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 halls and corridors
- 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. cookers, water heater and knives
- Creating toppling hazards by piling equipment e.g. in store cupboards

5. Contractors

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

- The contract is clear and understood by both contractors and the Trustees
- The contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- Contractors have adequate public liability insurance cover
- Contractors are aware of health and safety policy and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- 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 Trustees 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

6. Insurance

The Employer's Liability and Public Liability insurance cover is provided by:

Name and address of insurer:	Allied Westminster (Insurance Services) Ltd
Telephone no of insurer:	01937 845245
Policy No:	H88/0047440/BS68299
Date of renewal:	02/07/2026

7. Review of Health and Safety Policy

The trustees will review this policy annually. The next review is due on 1st January 2027

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