

## Hedge End Village Hall

# Health & Safety Policy

## 1. Purpose

Hedge End Village Hall is committed to providing a safe environment for all users, volunteers, trustees, and contractors. This policy sets out our approach to health and safety, aligned with our General Risk Assessment dated 19/01/2026, and applies to all activities within the hall.

## 2. Scope

This policy applies to:

- Hall users and visitors
- Volunteers and trustees
- Contractors and cleaners
- Children and vulnerable adults using the hall

All regular clubs and organisations hiring the hall are required to carry out activity-specific risk assessments and comply with this policy.

## 3. Health & Safety Principles

- The safety of all users is our priority.
- All hazards are assessed, and reasonable control measures implemented.
- Users, hirers, and volunteers are expected to cooperate with safety procedures.
- Policies and procedures are proportionate to the size and activities of the hall.

## 4. Key Responsibilities

### Trustees / Management Committee:

- Ensure the hall is maintained safely.
- Review and update the risk assessment and this policy annually.
- Ensure fire safety and first aid provisions are in place.

### Hirers / Clubs:

- Complete and maintain activity-specific risk assessments.
- Provide evidence of appropriate insurance.
- Ensure instructors/leaders are qualified and competent.
- Follow hall's health, safety, fire, and safeguarding procedures.
- Maintain safe supervision ratios.
- Record and report accidents, incidents, and near misses.

## 5. Risk Controls (Summary from Risk Assessment)

- **Slips, trips, and falls:** Floors kept clean and dry, spillages cleaned promptly, cables managed, regular inspections.
- **Fire:** Fire extinguishers, smoke detectors, clear exits, displayed evacuation plan, annual fire risk assessment.
- **Electrical equipment:** PAT-tested appliances, damaged equipment removed.
- **Manual handling:** Use trolleys, guidance provided, training as required.
- **Kitchen use:** Clear instructions, equipment maintained, first aid kit available, signage.
- **Cleaning chemicals:** Secure storage, COSHH information available.
- **Lone working:** Sign-in/out procedures, emergency contacts available.
- **Security / unauthorized access:** Lockable doors, key control, external lighting.
- **Children's activities:** Supervision ratios, safeguarding policy, trained leaders.
- **COVID-19 / infectious disease control:** Ventilation, cleaning, hand hygiene.

## 6. Fire Safety and Emergency Procedures

- Fire exits kept clear.
- Evacuation procedures displayed throughout the hall.
- Assembly point clearly identified.
- Hirers must inform attendees of emergency procedures.

## 7. First Aid

- First aid kit located in [insert location].
- Accident book available.
- Serious incidents reported to Management Committee.

## 8. Club Compliance

All clubs and user groups must:

- Complete an activity-specific risk assessment.
- Provide evidence of insurance.
- Ensure competent instructors/leaders.
- Follow hall's health & safety, fire, safeguarding, and emergency procedures.
- Maintain supervision ratios.
- Record and report incidents and comply with RIDDOR where required.

Failure to comply may result in suspension or termination of hire.

## 9. Monitoring and Review

- This policy and risk assessment are reviewed at least annually, after significant incidents, or following changes to the building or its use.

**Signed:**

David Fairclough

**Position:** Trustee

**Date:** 22/02/2025