



## **Health and Safety Policy**

### **1. General Statement of Policy**

Woodhouse Community Hall is committed to providing and maintaining a safe and healthy environment for all users of the hall, including volunteers, hirers, visitors, contractors, and members of the public. The Management Committee recognises its responsibilities under health and safety legislation and will take all reasonably practicable steps to ensure that activities carried out within the hall are comply with all Health and Safety legislation and to act positively to prevent injury, ill health or danger arising from its activities and operations.

The Committee will:

- Provide and maintain safe premises and equipment.
- Identify and assess risks associated with hall activities.
- Implement appropriate control measures to minimise risks.
- Ensure that emergency procedures are in place and understood.
- Review this policy regularly and update it as required.

### **2. Organisation of Health and Safety**

The Woodhouse Community Hall Management Committee has overall responsibility for health and safety at the hall.

The Committee will:

- Ensure that the hall is maintained in a safe condition.
  - Carry out regular inspections and risk assessments.
  - Ensure that fire safety measures are maintained.
  - Record and investigate accidents and incidents.
  - Ensure that contractors working on site operate safely.
  - Review health and safety arrangements annually.
- All hall users have a responsibility to:
- Take reasonable care of their own health and safety and that of others.
  - Follow all safety instructions and procedures.
  - Report hazards, defects, accidents, or near misses to the Management Committee.
  - Use equipment only for its intended purpose.

### **3. Arrangements and Procedures**

#### **3.1 Risk Assessments**

The Management Committee will carry out and regularly review risk assessments for the hall, its facilities, and activities under its control. Appropriate control measures will be implemented where risks are identified.

### **3.2 Fire Precautions and Action**

The hall will maintain suitable fire safety arrangements including:

Clearly marked fire exits kept free from obstruction at all times.

Appropriate fire detection and warning systems.

Fire extinguishers maintained and inspected regularly.

Emergency lighting where required.

Fire safety information displayed prominently.

In the event of fire:

Raise the alarm immediately.

Evacuate the building using the nearest safe exit.

Do not stop to collect personal belongings.

Proceed to the designated assembly point.

Call the Fire and Rescue Service by dialling 999.

Do not re-enter the building until authorised to do so.

### **3.3 Procedure in Case of Accidents**

A first aid kit shall be maintained and kept readily accessible.

All accidents, injuries, and near misses must be reported to a member of the Management Committee as soon as possible.

Details of accidents should be recorded in the Accident Book.

Serious incidents will be investigated and reported in accordance with applicable legal requirements.

Emergency services should be contacted immediately where necessary.

### **3.4 Safety Rules**

All users of the hall must:

Keep exits, corridors, and access routes clear.

Avoid creating trip hazards and report any defects immediately.

Use equipment safely and only if competent to do so.

Follow any instructions provided by the Management Committee.

Refrain from any behaviour that may endanger themselves or others.

Ensure children are adequately supervised.

Not interfere with fire safety equipment or emergency exits.

Report any unsafe condition or incident promptly.

### **3.5 Contractors**

All contractors engaged to carry out work at the hall must:

Comply with relevant health and safety legislation.

Provide evidence of appropriate qualifications, insurance, and risk assessments where requested.

Ensure that their work does not create unnecessary risks to hall users.

Keep work areas secure and tidy.

Report any hazards or incidents arising during their work to the Management Committee.

The Management Committee reserves the right to stop any work considered unsafe.

## **4. Review of Policy**

This Health and Safety Policy will be reviewed biennially or sooner if there are significant changes to the premises, activities, or relevant legislation.

**Approved by:** Woodhouse Community Hall Management Committee

**Date:** 25<sup>th</sup> June 2026

**Review Date:** March 2028