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# HEALTH AND SAFETY POLICY

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**Health & Safety policy / Final / 14.01.26**

**Health & Safety policy Approved / 14.01.26**

**Due to be reviewed / 15.01.28**





## Health and Safety Policy

### Statement

The Trustees recognise their duty to ensure that the Village Hall premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The Trustees will take all reasonably practicable measures to comply with applicable legislative requirements and codes of practice in order to:

- Provide healthy and safe working conditions, equipment and systems for our Trustees, Volunteers, and Hirers
- Keep the Village Hall and equipment in a safe condition for all users
- Provide all necessary support and information to Hall users, hirers and outside contractors.

### Responsibilities:

**All Trustees, Cleaning staff, Hirers, Contractors and Users** of the Hall are expected to recognise and accept their duty to:

- Follow health and safety instructions and to report all incidents, risks &/or dangers
- Take reasonable care for the health and safety of themselves and other persons

Any person noticing potentially hazardous, broken or ineffective equipment should remove such equipment from use immediately, draw attention to defects by available means (e.g. a warning label or note) and to report to any Committee member by telephone or email so that immediate action can be taken.

All accidents must be recorded in the Accident Book for the attention of the Trustees. The Chair or Secretary will check at least twice monthly and completed pages removed and forward immediately to the Chair for follow up &/or registering and filing. A record of all actions taken will be kept and registered at next meeting of the committee.

**HIRERS** should comply with the Terms and Conditions of Hire and ensure that their organisation / party also comply with those conditions and all safety requirements and safety notices. These include:

- Ensuring familiarity with fire safety procedures and evacuation procedures (attached at Appendix 1 to this Policy)
- Obtaining the consent of the Trustees before using any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters

- All accidents / incidents must be entered into the onsite Accident book and to the Booking secretary
- Ensuring that any / all permitted portable electrical equipment brought onto the premises is safe for use / has been P.A.T. tested (Portable Appliance Testing). No portable appliance are permitted that have not been PAT tested.

NB / Highly flammable substances should not be brought into or used in any part of the premises.

Hirers may have other responsibilities such as additional insurance and statutory requirements, such as for the use of inflatable play equipment, which should be identified by the Hirer, recorded on the booking form, and complied with.

All Hirers will be expected to read through the whole of the Terms and Conditions of Hire and tick the relevant box online as evidence that they agree and accept these conditions.

**CONTRACTORS** are responsible for:

- Ensuring safe working practices are employed whilst working on site; and for meeting their statutory obligations under Health & Safety legislation.
- Having appropriate Public Liability Insurance (which should be agreed with a Trustee before work commences).
- Having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- Advising the trustees of any flammable or toxic substances that may be used in the course of work on the premises.
- Completion of the necessary Village Hall paperwork in relation to 'Contractors Sign-in' and 'Hot work' permit.

**TRUSTEES** are responsible for:

- Ensuring that the Health and Safety Policy is available to all Trustees, Cleaning staff, Hirers, Contractors and Users of the Hall and that the Health and Safety Policy is fully implemented and monitored.
- Keeping an Accident Book in which any accidents, (this is kept in the kitchen). The Chair or Secretary will check at least twice monthly and completed pages removed and forward immediately to the Chair for follow up &/or registering and filing. A record of all actions taken will be kept and registered at next meeting of the committee.
- Keeping an Incident / risk / defective/broken equipment or action book in which issues and defective or broken equipment can be noted or reported. Any urgent issue must be reported by telephone or email so that emergency action can be taken.
- Taking and noting appropriate action as may be necessary, correct faults or to arrange repair of equipment
- Providing labelled First Aid Boxes (which are kept in the Kitchen and in the kitchenette).

The H&S policy document will be available to download from the Village Hall website – [www.netherwhitacrevillagehall.co.uk](http://www.netherwhitacrevillagehall.co.uk)

## GENERAL GUIDELINES

These guidelines, which are not comprehensive, are intended as general information to assist Hirers and other Hall Users in the safe use of Nether Whitacre Village Hall:

- The entrance and Fire Exits should be clear of obstacles and hazards at all times.
- Spillages must be cleared up quickly to prevent slipping. (mop and cleaning products are in the Kitchen cupboard)
- Electrical leads should not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- As good practice hirers should have a method to account for the number of persons present during their hire.
- Do not leave the cooker / oven unattended, even for a short time.
- Ensure kettles / water urn are not over-filled nor should the leads be left to trail over the edge of the work top.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- Be careful when placing tables in the correct position on the stage
- Chairs must be stacked at the rear of the hall under the mural in a single line no higher than 10 high as per clear signage.
- Be conscious of good hygiene practice when working in the kitchen.

Any queries regarding this policy or Health and Safety issues in general relating to the NWVH should contact Lesley Hines, Chair, Nether Whitacre Village Hall at [NWVHChair1@gmail.com](mailto:NWVHChair1@gmail.com)

i. *The village hall management committee will carry out an bi-annual review of this policy.*

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## **Nether Whitacre Village Hall**

# **EMERGENCY FIRE ACTION PLAN & EVACUATION**

### **If you discover a fire**

1. Shout 'FIRE'
2. Leave the building by the nearest exit
3. Report to the front of the building in main car park
4. Call the Fire Service on 999

### **If you hear someone shout 'FIRE'**

1. Repeat by shouting 'FIRE'
2. Leave the building by the nearest exit
3. Report to the front of the building in main car park
4. Call the Fire Service on 999

### **Note**

Fire extinguishers are located by each exit (each fire exit in main hall, in foyer by front door), CO2 (electrical fire extinguisher and fire blanket located in the kitchen. These are only to be used if it is safe to do so, without putting yourself or others at risk or necessary to enable escape

NWVH 2026