Colne Village Hall Health and Safety Policy



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Introduction

This policy sets out the general principles and approach that the Colne Village Hall Management Committee will follow in respect of Health and Safety legislation for the premises and activities for which they are responsible.

It is the responsibility of all the committee and hall users to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

The Village Hall Safety policy Statement.

1) CVHMC, in accordance with the requirements of *The Health and Safety at Work Act (1974*), and *The Management of Health and Safety at Work Regulations (1998)*, accepts its duty to provide and maintain safe and healthy working conditions for all its employees, volunteers and hall users. It also accepts its duty of care to other persons such as contractors who work on behalf of the Committee.

2) The CVHMC will take all reasonable steps to ensure that it complies with the law on; Health, Safety, Welfare and any relevant Regulations, follow approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.

3) The CVHMC will take all reasonable steps to ensure:

a. That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.

b. That its work, in all its forms, is done in ways so that members of the public are not put at risk.

c. That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.

d. That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

4) The Secretary shall keep copies of all risk assessments, method statements and Health and Safety documents, in labelled Health and Safety files.

5) All hall users, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

6) General Arrangements

a. Any accidents, injuries or dangerous occurrences must be recorded in the accident book. In the event of a serious injury or dangerous occurrence the CVHMC Chair or in their absence the Deputy Chair should be informed immediately.

b. The first aid box is located in the community building, by the ladies toilets, and periodic checks will be carried out to ensure the contents are adequately maintained.

c. The accident book is located in the First Aid kit cabinet, by the ladies toilets.

7) Fire safety

a. A fire risk assessment is kept by the Village Hall Management Committee. All Hall user groups must be made aware of the Fire Risk Assessment and its contents.

b. It shall be the responsibility of the person booking the facilities to ensure that fire exits, and passageways are kept clear at all times, as detailed in the hire agreement.

c. Any electrical equipment brought onto the hall premises shall be safe, in good working order and used in a safe manner.

d. Alarm systems are checked weekly and recorded. Fire extinguishers, alarms and emergency lighting are maintained by a contractor annually. The Premises are cleaned weekly. All equipment is inspected regularly.

e. Fire action notices are located at each exit point. Fire assembly point is located at the front of the building.

8) Risk Assessments

a. CVHMC will carry out risk assessment of its activities as and when necessary and review these annually.

b. CVHMC requires contractors to supply Risk Assessments, written Method Statements and Safe Systems of Work, and a copy of a current Liability Insurance Certificate, prior to starting any major works on behalf of the committee.

This policy will be reviewed annually.

Date Approved **9th November 2026** **Date to Review November 2027**

Signed SJ Harrison **Chair**