



Health & Safety Policy

Date Adopted:	1 July 2026
Review Date:	Annually or after any significant incident
Approved by:	Paul Coxon (CVH Management Committee Chair)
Responsible Person:	Paul Coxon

1. Policy Statement

[Village Hall Name] Management Committee is committed to providing a safe and healthy environment for all volunteers, hirers, users, and visitors to the hall. We will, so far as is reasonably practicable, meet our obligations under the Health and Safety at Work etc. Act 1974 and associated regulations.

This policy applies to all activities carried out at or on behalf of the hall, including regular bookings, events, maintenance, and volunteer activities.

2. Responsibilities

2.1 The Management Committee

- Adopts and reviews this policy at least annually
- Appoints a Health & Safety Lead from among the committee
- Ensures adequate resources are available to implement this policy
- Ensures the hall building and grounds are maintained in a safe condition
- Reviews and acts on accident reports and near-miss incidents

2.2 The Health & Safety Lead

- Conducts and reviews risk assessments
- Carries out or arranges regular safety inspections of the premises
- Maintains records of inspections, accidents, and training
- Ensures safety equipment (fire extinguishers, first aid kit) is in date and accessible
- Acts as the first point of contact for safety concerns

2.3 Hirers

- Must read and comply with the Hall's published terms and conditions, published on its website and attached to each booking confirmation, and any associated safety information
- Must ask for a hard copy of the terms and conditions if they are not able to access the digital version
- Are responsible for the safety of their group during their hire period
- Must report any accidents, near misses, or damage to the Bookings Secretary or a member of the committee promptly
- Must not obstruct fire exits, fire-fighting equipment, or emergency escape routes
- Are responsible for ensuring children in their group are adequately supervised at all times

2.4 Volunteers

- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Report any hazards or concerns to the Health & Safety Lead
- Cooperate with the committee to enable this policy to be carried out effectively

3. Risk assessment

The Management Committee will carry out and record general risk assessments covering the hall's premises and routine activities. These will be reviewed annually and after any significant incident or change of use.

Hirers whose activities may pose particular risks (e.g. use of bouncy castles, catering, performances) must carry out and provide their own written risk assessment to the Bookings Secretary before the event.

4. Fire Safety

- A fire risk assessment for the premises will be carried out and reviewed annually
- Escape routes and fire exits will be kept clear and unobstructed at all times
- Fire extinguishers and other equipment will be inspected annually by a competent person
- Smoke detectors and emergency lighting will be tested regularly
- Fire evacuation procedures will be displayed prominently in the hall
- Hirers must brief their attendees on fire exit locations at the start of each session
- No person shall prop open fire doors or block any means of escape

5. First Aid

A first aid kit is on the kitchen window sill at the far left from the hall entrance door. It will be checked and restocked regularly by the Health & Safety Lead.

In the event of a serious injury or medical emergency, call 999 immediately. The hall address is: Crick Village Hall, Bucknills Lane, Crick, Northamptonshire, NN6 7SX.

All accidents and incidents must be recorded in the Accident Book, which is kept next to the first aid kit on the kitchen window sill at the far left from the hall entrance door.

6. Electrical Safety

- Fixed electrical installations will be inspected by a qualified electrician at least every five years, although currently our compliance schedule provides for annual inspection to validate our EIPC certification
- Portable electrical appliances owned by the hall will be PAT tested annually
- Hirers must not bring or use electrical equipment that has not been PAT tested
- Any faulty or suspect electrical equipment must be taken out of use and reported immediately

7. Manual Handling

Volunteers and hirers are encouraged to avoid manual handling of heavy loads where possible. Where lifting is necessary:

- Assess the load before lifting — ask for help if it is too heavy
- Bend at the knees, keep the back straight, and hold the load close to the body
- Use trolleys or other equipment provided wherever possible

8. Slips, Trips, and Falls

- Floors will be kept clean and free from unnecessary obstacles
- Spillages must be cleaned up promptly
- External pathways, steps, and car parking areas will be kept in good repair and gritted in icy conditions where reasonably practicable
- Adequate lighting will be maintained in all areas accessible to the public

9. Children and Vulnerable Adults

The hall is committed to safeguarding the welfare of children and vulnerable adults who use our facilities. Hirers running activities involving children or vulnerable adults must comply with the provisions set out in our terms and conditions - briefly:

- Ensure appropriate adult-to-child ratios are maintained at all times
- Hold a current DBS check for relevant leaders and workers as required by law, best practice, their insurers or their national governing bodies
- Have their own safeguarding policy in place
- Report any safeguarding concerns immediately to the appropriate statutory authority
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10. COSHH (Hazardous Substances)

Cleaning products and other hazardous substances used in the maintenance of the hall will be stored safely, labelled clearly, and used in accordance with manufacturer instructions. Safety Data Sheets will be kept for all chemical products.

11. Accident Reporting

All accidents, incidents, and near misses occurring on the premises must be recorded in the Accident Book. The Health & Safety Lead will review reports and take any necessary corrective action.

Serious accidents, dangerous occurrences, or work-related ill health may need to be reported to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). The Health & Safety Lead is responsible for making any required RIDDOR reports.

12. Lone Working

Volunteers should avoid working alone in the hall wherever possible. Where lone working is unavoidable, the volunteer should inform another committee member or responsible person of their presence and expected finish time.

13. Insurance

The hall maintains public liability insurance and employers' liability insurance (for volunteers). Certificates are available for inspection on request. Hirers are required to hold their own public liability insurance for their paid-for activities.

14. Policy Review

This policy will be reviewed annually by the Management Committee, or sooner following any significant incident, change in legislation, or change in the nature of activities carried out at the hall.