

## **Health And Safety Policy**

Our Health and Safety Policy is intended to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our Trustees, volunteers and hirers.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary to Trustees, volunteers and hirers.
- d) Ensure that hirers are aware of their responsibilities as set out in the hiring agreements.

It is the intention of the Committee to comply with all relevant health and safety legislation and, where it can reasonably do so, act proactively to prevent injury, ill health or any danger arising from its operations.

The Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. It has no responsibility under the Health and Safety at Work Act for risks arising from the activities of those who hire the hall.

The Committee recognises that the effective prevention of accidents depends as much on an attitude of mind, as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage Trustees, volunteers and hirers to engage in the establishment and observance of safe working practices.

Hirers and visitors have a duty to comply with this Policy, with all the safety requirements set out in the hiring agreements and with any safety notices on the premises, and to do everything they can to prevent injury to themselves or others.

### The Committee responsibilities:

- to check the safety of the hall and grounds annually using the HSE Health and Safety Executive Checklist for Village and Committee Halls (<https://www.hse.gov.uk/voluntary/work-types/village-and-community-halls.htm>)
- To ensure the signage and safety notices are up to date
- To ensure Trustees and volunteers are notified of relevant changes to their responsibilities or to systems
- To ensure an accident book is readily available to all hirers and to carry out a regular review of all reported accidents
- To ensure the hiring agreement contains relevant information for the hirer
- To act action (such as communication, contract modification or denial of use) if it is deemed that the hirer has not complied with the Health and Safety responsibilities for themselves and the users under their care. If the situation is complex or involves significant risks, Trustees will seek professional advice from a health and safety expert.

### The Hirers responsibilities:

- To comply with the terms of the hiring agreement
- To take care of themselves and others who may be affected by their actions and omissions
- To report and record all accidents in the accident book kept in the kitchen and note this on the end of session sheet.
- To report anything that they consider in any way to be unsafe on the end of session sheet

Peter Pollard (Chair of the Trustees)

Approved by the Trustee Board: 21 May 2026

Review Date: May 2027 (1 year)