Health and Safety Policy

Hartlebury Parish Hall

Policy status: Approved policy

Effective date: 27/10/2026

Review date: 27/10/2027

Policy owner: Hartlebury Parish Hall Management Committee

1. Policy statement

Hartlebury Parish Hall Management Committee is committed to providing and maintaining a safe and healthy environment for all people who use, work in or visit the hall. This includes hirers, visitors, volunteers, contractors, committee members and members of the public.

The Committee will take all reasonably practicable steps to identify hazards, assess risks and put suitable control measures in place. The hall will be managed in accordance with applicable health and safety legislation, fire safety requirements and good practice.

2. Objectives

The objectives of this policy are to:

- prevent accidents, injuries and work-related ill health;
- maintain the hall, grounds, equipment and facilities in a safe condition;
- identify hazards and review risks regularly;
- provide appropriate information, instruction and guidance;
- ensure that emergencies are dealt with promptly and effectively;
- encourage everyone to report hazards, accidents and near misses; and
- review this policy and associated arrangements regularly and make improvements where necessary.

3. Responsibilities

3.1 Management Committee

The Management Committee has overall responsibility for health and safety at the hall. It will ensure that suitable arrangements are in place for risk assessment, maintenance, cleaning, fire safety, first aid, accident reporting and the safe use of the premises.

3.2 Chair or nominated health and safety lead

The Chair, or another person nominated by the Committee, will co-ordinate the implementation of this policy, monitor reported concerns and ensure that necessary action is considered by the Committee.

3.3 Hirers

Every hirer is responsible for the health and safety of people attending their booking. Hirers must comply with the hall's hiring conditions, take reasonable steps to prevent accidents, keep emergency exits clear, supervise activities appropriately and report any accident, damage or hazard to the Committee or the nominated contact.

Hirers must not carry out activities that are unsuitable for the premises or that create an unreasonable risk. Any specialist, hazardous or unusual activity must be discussed with the Committee in advance and may require a separate risk assessment and evidence of appropriate insurance or competency.

3.4 Volunteers, contractors and visitors

Volunteers and contractors must work safely, follow relevant instructions and use equipment only when competent to do so. Visitors must follow reasonable instructions given by the Committee, hirer or person responsible for the activity.

4. Risk assessment and safe working

Risks arising from the use, maintenance and operation of the hall will be assessed and reviewed when circumstances change, following an accident or near miss, or when a new activity, item of equipment or contractor is introduced.

Risk assessments will consider who may be affected, the likelihood and potential seriousness of harm, existing controls and any further measures required. Particular attention will be given to children, older people, disabled people and anyone who may require additional assistance in an emergency.

5. Premises and equipment

- Floors, entrances, corridors, stairs and exits must be kept clear and in good repair.
- Spillages and other hazards must be dealt with promptly or clearly marked until they can be removed.
- Furniture and equipment must be used only for their intended purpose and must be positioned securely.
- Defective equipment must be taken out of use, labelled where appropriate and reported to the Committee.
- Electrical equipment brought into the hall must be safe, suitable and properly maintained.
- Trailing cables must be avoided or secured so that they do not create a trip hazard.
- Storage areas must be kept tidy, and heavy or unstable items must be stored safely.
- Cleaning products and other potentially hazardous substances must be stored securely and used in accordance with their instructions.

6. Fire safety and emergencies

Fire exits, escape routes and access to fire-fighting equipment must remain clear at all times. Hirers must familiarise themselves with the location of exits, alarm points, fire extinguishers and the assembly point before their event begins as stated in the Hall's Safety Guide.

In the event of a fire or other emergency, the alarm should be raised, the building evacuated calmly and emergency services contacted by calling 999. No one should re-enter the building until authorised by the emergency services or the person in charge.

Hirers must consider the needs of anyone who may require assistance to evacuate and must not obstruct emergency access or use candles, naked flames, pyrotechnics or other ignition sources without prior written agreement from the Committee and suitable safety controls.

7. First aid and accidents

A first-aid kit will be provided at the hall and its location will be identified to hirers. Hirers should ensure that a responsible person is available to summon assistance and manage minor incidents during their booking.

All accidents, injuries, near misses and dangerous occurrences must be reported to the Committee as soon as possible. The Committee will record the incident, investigate where appropriate and take reasonable steps to prevent a recurrence. Serious incidents will be handled in accordance with applicable reporting requirements.

8. Hygiene and welfare

Toilets, washing facilities and shared areas will be kept clean and maintained in a suitable condition. Hirers must leave the premises clean and tidy after use, remove waste as instructed and report any contamination, pest issue or maintenance concern promptly.

Food preparation and service must be carried out hygienically. Hirers are responsible for ensuring that food is handled, stored and served safely during their activities.

9. Contractors and maintenance

Contractors appointed to work at the hall must be suitably competent, insured where appropriate and provided with relevant information about known hazards. Work must be planned so that it does not create unnecessary risks for hall users.

Planned maintenance, inspections and safety checks will be recorded where appropriate. Any urgent defect that presents a significant risk will be addressed promptly, and the affected area or equipment will be restricted from use until it is safe.

10. Training and communication

The Committee will provide relevant information to committee members, volunteers and hirers. Hirers will be given access to the hall's safety arrangements and must ensure that people involved in their activities understand any specific precautions required.

11. Monitoring and review

The Management Committee will monitor the effectiveness of this policy through inspections, incident reports, feedback from hirers and review of maintenance or safety concerns. This

policy will be reviewed at least annually and sooner if there is a significant change in legislation, premises, activities or operating arrangements.

12. Declaration

This policy has been adopted by the Hartlebury Parish Hall Management Committee and applies to all activities taking place at or in connection with the hall.

Date: ____/____/_____