

# Kilmeston Village Hall Health & Safety Policy

## 1. Policy Statement

Kilmeston Village Hall is committed to providing a safe, healthy, and welcoming environment for all users, volunteers, contractors, and visitors. The Trustees recognise their legal responsibilities under health and safety law and their governance duties as outlined by the Charity Commission, including identifying and managing risks, ensuring suitable policies and practices, and protecting all individuals who encounter the charity.

This policy sets out how the Trustees will meet these responsibilities and comply with the Health and Safety Executive (HSE) guidance for village and community halls.

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## 2. Responsibilities

### 2.1 Trustees

The Trustee Board holds ultimate responsibility for:

- Ensuring compliance with health and safety legislation.
- Identifying and managing risks to hall users, volunteers, and staff, in line with Charity Commission expectations.
- Ensuring appropriate policies, procedures, and checks are in place.
- Reviewing this policy annually or after any significant incident.

### 2.2 Hall Management Committee / Designated H&S Lead

The chairman, secretary, treasurer and members of the Management Committee will be elected at a public Annual General Meeting held each year in, or as close as practicable to April.

The Management Committee may appoint a Health & Safety Lead responsible for:

- Day-to-day implementation of this policy.
- Conducting regular inspections using the HSE village hall checklist.
- Maintaining records of checks, incidents, and maintenance.
- Reporting concerns or incidents to the Trustees.



## **2.3 Hirers and Users**

All hirers and users must:

- Take reasonable care of their own safety and that of others.
- Follow Hall rules and emergency procedures.
- Report hazards, defects, or incidents promptly.

## **2.4 Contractors**

Contractors must:

- Provide evidence of competence and insurance.
  - Work safely and comply with Hall procedures.
  - Report hazards or issues immediately.
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# **3. Risk Assessment**

The Trustees will ensure:

- A general risk assessment is completed and reviewed annually.
  - Additional risk assessments are carried out for:
    - Fire safety
    - Asbestos
    - Legionella (water systems)
    - Play areas
    - Events or unusual activities
  - Hirers are responsible for assessing risks associated with their own activities.
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# **4. Key Safety Areas**

## **4.1 Car Park and External Areas**

The Trustees will ensure:

- Emergency vehicle access is maintained.

## **4.2 Access and Movement Around the Building**

The Trustees will ensure:

- Paths, steps, and ramps are maintained and kept clear.
- There is adequate internal and external lighting.
- Matting is provided to reduce rainwater being carried inside.
- Corridors and exits are kept free of clutter.

## **4.3 Fire Safety**

The Trustees will ensure:

- Fire risk assessments are completed and reviewed annually.
- Fire exits are clearly marked and unobstructed.
- Emergency lighting is tested regularly.
- Fire extinguishers are serviced annually.
- Evacuation procedures are displayed and communicated to hirers.

## **4.4 Electrical Safety**

The Trustees will ensure:

- Fixed wiring is inspected at least every 5 years.
- Portable appliances are tested as appropriate.
- Users are instructed not to overload sockets or bring unsafe equipment.

## **4.5 Heating and Ventilation**

The Trustees will ensure:

- Systems are serviced regularly.
- Adequate ventilation is maintained for health and comfort.

## **4.6 Slips, Trips, and Housekeeping**

The Trustees will ensure:

- Floors are kept clean, dry, and in good condition.
- Spills are cleaned promptly.
- Storage areas are kept tidy.

## **4.7 Kitchen Safety**

The Trustees will ensure:

- There are clear rules for safe food handling.
- Equipment is maintained and used safely.
- A First Aid kit is available.
- Hirers responsible for their own food hygiene compliance.

## **4.8 Toilets and Cleaning**

The Trustees will ensure:

- Facilities are kept clean and well stocked.
- A regular cleaning schedule is maintained.
- Hot water temperature is controlled to avoid scalding.



## **4.9 Play Areas**

The Trustees will ensure:

- Equipment is inspected regularly.
- Surfaces maintained to reduce injury risk.

## **4.10 Hazardous Substances**

The Trustees will ensure:

- Cleaning products are stored securely.
- COSHH assessments are completed where required.

## **4.11 First Aid and Incident Reporting**

The Trustees will ensure:

- A First Aid kit is maintained and accessible.
- An Accident book is available and reviewed regularly.
- Serious incidents are reported to the Trustees and, where required, to the Charity Commission (as part of serious incident reporting).

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# **5. Safeguarding and Protection**

In line with Charity Commission guidance, the Trustees will:

- Maintain safeguarding policies for children and adults at risk.
- Ensure volunteers and Trustees understand how to recognise and report concerns.
- Carry out appropriate checks on volunteers where required.

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# **6. Training and Information**

The Trustees will ensure:

- Volunteers and committee members receive appropriate health and safety information.
  - Hirers receive a "Hirer Information Pack" including:
    - Emergency procedures
    - Fire evacuation plan
    - Reporting procedures
    - Instructions for safe use of equipment
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## 7. Monitoring and Review


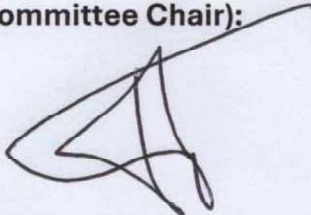
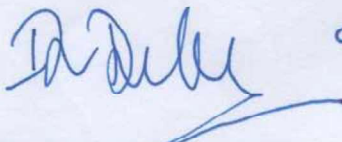
The Trustees will ensure:

- Regular inspections are completed using the HSE checklist.
- Annual review is undertaken of:
  - Risk assessments
  - Incident records
  - Maintenance logs
  - This policy
- This Policy is updated after any significant incident or change in use.

## 8. Approval

This policy was approved by the Trustees of Kilmeston Village Hall on:

Date:

<b>Signed (Trustee):</b>  09/01/26.	<b>Graham Cresswell</b> On behalf of the Board of Trustees
<b>Signed (Committee Chair):</b>  9/2/26	<b>Tom Haye</b>
<b>Signed (H&amp;S Lead):</b>  09/01/26	<b>Ian Dobbie</b>