

Hintlesham and Chattisham Community Hall

Health and Safety Policy (Draft)

1. Policy Statement

The Executive Committee of Hintlesham and Chattisham Community Hall recognises its responsibility to provide a safe and healthy environment for all employees, volunteers, hirers, users, and visitors.

We are committed to ensuring that all reasonable steps are taken to prevent accidents, injuries, and damage to property, and to maintain safe conditions throughout the hall and its grounds.

Health and safety is the shared responsibility of the Executive Committee, hall users, and anyone working within the premises.

2. Responsibilities

The Executive Committee will:

- Ensure compliance with all relevant health and safety legislation.
- Maintain the hall, fixtures, and equipment in a safe condition.
- Conduct regular inspections and risk assessments.
- Provide information to hirers and users about emergency procedures.
- Record and investigate any accidents or incidents.
- Review this policy annually or after any significant change.

Hirers and Users are expected to:

- Read and follow the hall's Health and Safety Policy and Fire Safety Procedures.
- Report any hazards, damage, or incidents to the committee.
- Supervise activities to ensure the safety of participants.
- Use equipment and facilities responsibly and safely.

Volunteers and Contractors must:

- Work safely and comply with hall safety procedures.
- Use personal protective equipment (PPE) where necessary.
- Report hazards or unsafe conditions immediately.

3. Arrangements for Health and Safety

a) Fire Safety

- Fire exits are clearly marked and kept unobstructed.
- Fire extinguishers are inspected annually.
- Emergency lighting and alarms are tested regularly.
- A fire risk assessment is reviewed annually.

- The assembly point is located in the car park opposite the main entrance.

b) First Aid

- A first aid box is located in the kitchen (clearly labelled).
- All accidents or incidents must be recorded in the Accident Book kept in the kitchen cupboard.
- Serious accidents must be reported to the Executive Committee and, where required, to the local authority under RIDDOR regulations.

c) Electrical Safety

- Fixed electrical installations are inspected every five years by a qualified electrician.
- Hirers are not permitted to bring in unsafe electrical equipment.

d) Gas and Heating Safety

- The heating system and appliances are serviced annually by a Gas Safe registered engineer.

e) Slips, Trips and Falls

- Floors are kept clean, dry, and free from obstacles.
- Hirers are expected to take care when moving tables, chairs, or other furniture.

f) Manual Handling

- Heavy or bulky items should only be moved by able persons using safe techniques.
- Trolleys and lifting aids are provided for larger items where appropriate.

g) Kitchen and Catering Safety

- All users must follow basic food hygiene principles.
- Children must be supervised in the kitchen area.
- Cleaning materials are stored safely and clearly labelled.

h) Security and Lone Working

- Doors and windows should be locked after use.
- Lone workers (e.g. volunteers opening or closing the hall) should take laogical precautions when entering the premises or working alone onsite.

4. Risk Assessments

Specific risk assessments are completed for:

- Fire safety
- General premises
- Public events and commercial hire activities

These are reviewed annually or following any significant incident or change.

5. Review

This policy will be reviewed annually by the Executive Committee or sooner if required by changes in legislation or hall operations.

Date of next review: January 2027

Approved by the Management Committee on: 22nd January 2026

Signed (Chair): Robert Smith

Signed (Secretary): Lauren De Banks