

BECKLEY VILLAGE HALL TRUST

Charity Number 305168

HEALTH & SAFETY POLICY

Beckley Village Hall trustees aim:

- a) to provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members and hirers
- b) to keep the village hall and equipment in a safe condition for all users
- c) to provide such training and information as is necessary to staff, volunteers and users

It is the intention of the Beckley Village Hall Management Committee to comply with all Health & Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. Employees, hirers and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Should anyone using the Centre come across a fault, damage or other situation that might cause injury and cannot be rectified immediately they should inform a member of the Management Committee as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

Damage from Fire or Noxious Hazards call 999. Evacuate the Hall immediately and retire to the designated muster area – this is by the outside notice-board.

In case of accidents or incidents, the person deemed to be in charge of the group should remove those present from immediate danger and contact a member of the Management Committee immediately. Make arrangements for young people under 18 to be collected immediately. If anyone required urgent removal to hospital, arrange this and try to contact next of kin, If no next of kin available someone present should accompany the person to hospital.

The Committee has carried out Risk Assessments. The following practices **must** be followed in order to minimise risks:

- .. Make sure that all emergency exit doors are clear and unlocked as soon as the Centre is to be used and throughout the hiring.
- . Do not work on steps, ladders or at height until they are properly secured and another person is present.
- . Do not leave portable electrical or gas appliances operating while unattended.
- . Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- . Do not attempt to move heavy or bulky items alone
- . Do not allow children in the kitchen
- . Wear suitable protective clothing when handling cleaning or other toxic materials
- . Report any evidence of damage or faults to equipment or the building's facilities to a member of the Management Committee via <mailto:hellobvh@outlook.com>

Report every accident in the accident book in the First Aid Box in the kitchen and to the Health and Safety Executive (HSE) if applicable – details can be found in the accident book.

Be aware and seek to avoid the following risks:

- .Creating slipping hazards on polished or wet floors – mop spills immediately
- .Creating tripping hazards such as buggies, umbrellas and other items left in corridors.
- .Use adequate lighting to avoid tripping in poorly lit areas
- .Risk to individuals while in sole occupancy of the building
- .Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- .Creating toppling hazards by piling equipment e.g. in store cupboards.

Village Centre users are requested to draw the attention of those present at their activities to the Health & Safety rules at each meeting/event. This may be done by making special mention of their being displayed on the notice board and on www.beckleyvillagehall.co.uk.

This guidance is for the safety and well being of all. Please help by observing them and being vigilant.

Updated January 2026