



Health & Safety Policy

Statement of Intent

Cobham Village Hall is committed to ensuring the health, safety, and welfare of all persons using the Hall, including:

- Hirers and participants, Employees and Trustees, contractors and visitors

The Hall aims to:

- Maintain a safe environment for all users
- Comply with current UK health and safety legislation
- Provide clear guidance and procedures for managing risk
- Promote a culture of safety awareness

All trustees and hirers have a duty to cooperate with this policy and take reasonable care of themselves and others.

Roles and Responsibilities

Trustees/Employees are responsible for:

- Ensuring the Hall complies with health and safety legislation
- Carrying out and reviewing risk assessments for the building, equipment, and activities
- Maintaining accident and incident records
- Ensuring first aid provisions are adequate and accessible
- Ensuring fire safety equipment and evacuation procedures are in place and regularly tested
- Providing guidance to hirers regarding health and safety obligations

Hirers are responsible for:

- Ensuring their activities comply with all health and safety regulations
- Carrying out their own risk assessments for specific activities (e.g., sports, children's groups, large gatherings)
- Supervising all participants and ensuring appropriate ratios of adults to children where applicable
- Ensuring that any equipment brought onto the premises is safe and used correctly
- Adhering to all terms and conditions set out in their hire contract, including end of session checks
- Reporting accidents, hazards, or near misses to the Hall immediately

Visitors and Users

All visitors must follow Hall rules, posted instructions, and directions from Trustees or employees.

Risk Assessments

Trustees must maintain a master risk assessment for the Hall building, including, but not limited to, fire hazards, electrical safety, trip hazards, maintenance of equipment and furniture, hazardous substances, lone working. Risk assessments are to be reviewed annually or sooner if circumstances change (e.g., new equipment or activities).

Hirers running activities are responsible for completing their own **activity-specific risk assessments** and providing copies to the Hall on request.

Fire Safety

- Fire exits are clearly marked and must be kept unobstructed at all times
- Fire extinguishers are provided and inspected annually by a competent contractor
- Hirers must familiarise themselves with the fire evacuation plan
- Emergency exit routes and assembly points are displayed in the Hall
- Trustees will periodically carry out evacuation drills
- Hirers must ensure participants are aware of fire exits and procedures

Electrical and Equipment Safety

- Electrical equipment supplied by the Hall is tested annually (PAT testing)
- Hirers bringing electrical equipment must ensure it is in safe condition and compatible with the Hall's facilities
- Extension leads and adaptors must not create trip hazards

Premises Safety

- Trustees will ensure routine maintenance of floors, stairs, heating, lighting, and other facilities
- **Hirers must ensure that the areas they use are safe for their activities.** Before starting, they should check the floor and other surfaces and take any necessary measures, such as cleaning or removing hazards, to make the space safe. If the area cannot be made safe, the activity must be **cancelled**.
- Hirers must report any hazards or unsafe conditions immediately to the Hall secretary
- Any contractor working on-site must comply with health and safety requirements and notify the Hall secretary or caretaker when they have arrived on site

Safeguarding Considerations

- Hirers working with children or vulnerable adults are responsible for ensuring appropriate safeguarding measures, including DBS checks, are in place
- Trustees will require proof of safeguarding policies for regular hirers of children's activities

Accident, Incident, and Near Miss Reporting

- All accidents and near misses must be recorded in the Accident Book located in the Foyer
- Serious incidents must be reported as soon as possible to the Hall secretary who will notify **Health & Safety Executive (HSE)** under RIDDOR if required
- Trustees will investigate incidents to prevent recurrence

First Aid

Provision

- A clearly marked first aid box is provided in every room at the Hall and contains plasters, dressings/bandages, adhesive tape, disposable gloves. The contents are checked/restocked regularly

Hirer Responsibilities

- For activities involving higher risk (e.g., sports, large children's groups), hirers must provide their own qualified first aid personnel and/or additional first aid equipment as appropriate

Public Health Guidance

- Trustees will implement relevant public health guidance as required
- Hirers must follow any current guidance issued for the Hall (e.g., cleaning, distancing, hand hygiene)

Training and Awareness

- Trustees and employees will receive appropriate training in health and safety responsibilities (appendix 1)
- Trustees occasionally offer training and information sessions to hirers, for example, safe use of equipment such as the defibrillator. Hirers are encouraged to attend these sessions to ensure the safety of their participants and comply with Hall requirements.

Revised: April 2026

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Review: April 2027

Appendices

Appendix 1 – Training & Awareness

1. Hands Only CPR

To carry out a chest compression:

1. Place the heel of your hand on the breastbone at the centre of the person's chest. Place your other hand on top of your first hand and interlock your fingers.
2. Position yourself with your shoulders above your hands.
3. Using your body weight (not just your arms), press straight down by 5-6cm (2-2.5 inches) on their chest.
4. Keeping your hands on their chest, release the compression and allow the chest to return to its original position.
5. Repeat these compressions at a rate of 100 to 120 times per minute until an ambulance arrives or you become exhausted.

2. Manual handling training

Employees will not lift loads which are too heavy, too bulky/unwieldy, too difficult to get hold of, too hot or hazardous.

Use trollies whenever possible and if appropriate.

Not stack chairs over the agreed limit.

Employees and volunteers will seek advice and consider the needs of people with health problems or women who are pregnant.

Employees will assess whether the job involves movements that increase the chance of injury when carrying or lifting (eg twisting, too much pushing or pulling, bending, reaching upwards)

Employees must assess whether the area where the job is to be done is free from risk with sufficient space to work in (eg store rooms should not be stacked so that chairs might topple when others are removed).