



*Eversley Village Hall (CIO )*  
*Registered Charity 1212230*

## **HEALTH AND SAFETY POLICY STATEMENT**

The Eversley Village Hall Management Committee is committed to ensuring a safe and healthy environment for all contractors, volunteers, employees, and hall users. This policy statement outlines our intent to comply fully with the requirements of the Health and Safety at Work etc. Act 1974 and all applicable regulations. The Committee will keep this policy under regular review and ensure it is communicated effectively to all relevant parties.

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### **1. Our Commitment**

We are committed to:

- Maintaining a safe and healthy environment for everyone using or working within Eversley Village Hall.
  - Preventing accidents and work-related ill health.
  - Meeting our legal responsibilities and promoting a positive health and safety culture.
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### **2. Responsibilities**

The overall responsibility for health and safety rests with the Eversley Village Hall Management Committee. However, all users and volunteers are expected to:

- Take reasonable care of their own health and safety.
  - Report any hazards, defects, or unsafe practices immediately.
  - Cooperate with the Committee in maintaining a safe environment.
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### **3. Our Health and Safety Aims**

We aim to:

- Provide adequate control of health and safety risks arising from activities within the hall.
  - Ensure all external contractors are competent and hold appropriate public liability insurance.
  - Ensure employees and contractors are trained and competent to perform their roles safely.
  - Provide clear information, instruction, supervision, and training to employees and volunteers.
  - Ensure the safe handling, storage, and use of hazardous substances.
  - Maintain all equipment in a safe condition and ensure appropriate servicing and certification (e.g., fire extinguishers, electrical inspections).
  - Consult with contractors, employees, volunteers, and hall users on matters affecting health and safety.
  - Implement and regularly review emergency procedures (e.g., fire evacuation).
  - Maintain accessible first aid provisions, including a first aid box and accident book (located in the kitchen).
  - Allocate adequate financial resources to meet health, safety, and welfare requirements.
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#### **4. Review and Communication**

### **Policy Review and Approval**

This policy will be reviewed annually by the Management Committee or sooner if legal or operational changes occur.

Approved by: Eversley Village Hall Management Committee

Date: March 17<sup>th</sup> 2026

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