



Eversley Village Hall (CIO)
Registered Charity 1212230

Health & Safety Policy & Risk Assessment

1. Introduction

The Trustees and Management Committee of Eversley Village Hall are committed to providing a safe, healthy, and secure environment for all users, visitors, contractors, and employees.

This policy outlines key responsibilities, safety measures, and control processes designed to ensure compliance with relevant Health & Safety (H&S) legislation and Health and Safety Executive (HSE) guidance.

This policy will be reviewed annually, or sooner if there are significant changes to hall operations, regulations, or identified risks.

2. Responsibilities

Trustees & Management Committee

- Conduct and regularly update risk assessments.
- Maintain all fire safety and emergency equipment.
- Ensure the safe use of hall facilities and equipment.
- Verify that contractors comply with safety requirements and hall procedures.
- Provide guidance and safety information to all hall users and hirers.
- Maintain accurate records of accidents, incidents, inspections, and maintenance work.

Hall Users & Hirers

- Follow all safety procedures outlined in the hire agreement.

- Keep emergency exits and access routes clear at all times.
- Report hazards, damage, or incidents to the Committee immediately.
- Use electrical appliances safely (only PAT-tested equipment permitted).
- Follow fire evacuation procedures and adhere to food hygiene standards.

3. Risk Assessment & Hazard Management

In line with HSE guidance, the Committee conducts regular **risk assessments** to identify, evaluate, and manage hazards.

Risk Assessment Process

1. Inspect all areas, including the hall, stage, kitchen, car park, and outdoor spaces.
2. Identify who might be harmed — including users, contractors, and visitors.
3. Review existing control measures for adequacy.
4. Record actions and monitoring activities in a Risk Register.
5. Review assessments annually or immediately following incidents, significant changes, or works.

4. Key Risks & Control Measures

| Hazard | Who is at Risk? | Control Measures | Further Action? | Responsibility | Status |
|---|-------------------------|--|---|----------------------|---------|
| Slips, Trips & Falls (uneven flooring, spills, obstructions) | All users | Regular inspections, anti-slip mats, prompt spill cleaning, clear walkways | Maintain signage and monitoring | Management Committee | Ongoing |
| Work at Height (changing bulbs, decorations) | Contractors, organisers | Stepladders provided, only trained users permitted | Purchase new stepladder and review ladder use policy (2025) | Management Committee | Planned |
| Falling Objects (stored items, lighting) | Contractors, organisers | Secure storage, trained users only | Maintain records of inspections and incidents | Management Committee | Ongoing |
| Manual Handling (moving tables/chairs) | Hirers, organisers | Trolley system, lightweight furniture, guidance on lifting | Provide refresher guidance annually | Management Committee | Ongoing |

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|--|------------------------|---|--|-----------------------|---------------|
| Electrical Safety | All users | Annual PAT testing, no untested equipment, secure fuse cupboard | Electrical checks completed Oct 2023 | Management Committee | Up to date |
| Fire Safety | All users | Fire extinguishers, smoke/CO detectors, emergency lighting, clear exits | Fire policy shared with hirers, annual review | Management Committee | Ongoing |
| Vehicle Movements (Car Park) | Pedestrians, visitors | Lighting, CCTV, clear signage, event marshals | Regularly check lighting and CCTV | Management Committee | Ongoing |
| Asbestos | Contractors | Monitoring and asbestos register provided | Maintain safety file, ensure warning labels remain visible | Management Committee | Ongoing |
| Legionella (Water Safety) | All users | Regular flushing, serviced water systems | Extra precautions after periods of closure | Management Committee | Ongoing |
| Stage Area | All users, children | Supervision required, stair gates, no unsupervised children | Safety notices in place | Management Committee | Complete |
| Gas & CO Safety | All users | Annual gas service, CO monitor in kitchen | Next service due Dec 2025 | Management Committee | Up to date |
| Roof Works (April 2024) | All users | Restricted access, scaffolding control, debris monitoring | Daily site checks and user notifications | Management Committee | Completed |
| Ceiling Inspection (Water Damage) | All users | Ceiling secured; 2025 full assessment planned | Proceed with assessment as scheduled | Management Committee | Scheduled |
| Outdoor Area (Security & Waste) | All users | Regular checks, locked bins, anti-social behaviour deterrents | Maintain entrance chain and lighting | Management Committee | Ongoing |

5. Fire Safety & Emergency Procedures

- Fire extinguishers, smoke detectors, and CO monitors are installed and regularly serviced.
 - Fire exits must remain clear at all times.
 - Emergency lighting is tested and maintained.
 - Evacuation plans are displayed in the hall and provided to all hirers.
 - No smoking, vaping, or open flames are permitted inside the building.
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6. First Aid & Incident Reporting

- First Aid Kit: Located in the kitchen (clearly labelled).
 - Incident Book: All accidents, injuries, or near misses must be recorded immediately.
 - Emergency Contacts: Details are displayed prominently within the hall.
 - Committee to review all incidents at regular meetings to identify trends or improvements.
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7. Monitoring & Review

- Annual risk assessment review (or sooner if changes occur).
 - Regular inspections of facilities, equipment, and external areas.
 - Users encouraged to report hazards or concerns promptly via the Committee contact email or phone.
 - Summary of inspections and incidents to be discussed at each Committee meeting.
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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 17th 2026
