

**Collyweston Village Hall**  
**Health, Safety and Wellbeing Policy**

**1. Statement of Intent**

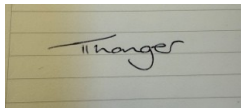
The **Collyweston Village Hall Committee** is committed to providing a safe, healthy, and welcoming environment for everyone who uses the hall — including volunteers, hirers, visitors, contractors, and members of the public.

Our aim is to:

- Prevent accidents, injuries, and ill health.
- Promote wellbeing for everyone involved in running and using the hall.
- Comply with all relevant health and safety laws and guidance.
- Encourage everyone to take shared responsibility for safety.

The Committee recognises that good health and safety practice is part of running a successful, friendly, and sustainable community facility.

This policy will be reviewed every year, or sooner if significant changes occur.



**Signed:** \_\_\_\_\_  
Chairperson, Village Hall Committee

**Date:** \_\_\_\_\_ 19/11/25 \_\_\_\_\_

**2. Responsibilities**

**The Village Hall Committee**

- Has overall responsibility for health, safety, and wellbeing at the hall.
- Ensures that this policy is implemented and reviewed.
- Makes sure suitable risk assessments are carried out and actions completed.
- Provides the necessary resources for safety (signage, equipment checks, fire precautions, etc.).

## **Volunteers and Helpers**

- Must take reasonable care for their own safety and that of others.
- Follow safety instructions and report any hazards, near misses, or accidents.
- Help keep the hall tidy and free from risks such as trailing cables or spillages.

## **Hirers and Users**

- Are responsible for the safe use of the hall during their hire period.
- Must follow the hall's safety instructions and emergency procedures.
- Should report any damage, faults, or incidents to the Booking Secretary or Committee.

## **3. Managing Risks**

We will:

- Carry out regular **risk assessments** of the building, equipment, and activities.
- Take practical steps to control hazards (e.g. electrical checks, safe storage, cleaning).
- Keep clear records of checks and maintenance.
- Provide basic safety information to hirers and volunteers.

Key risks we manage include:

- Fire safety and evacuation procedures
- Trips, slips, and falls
- Manual handling (tables, chairs, equipment)
- Electrical safety (PAT testing, fixed wiring checks)
- Food hygiene (for events and kitchen use)
- Lone working and security
- Mental and physical wellbeing of volunteers

## **4. Emergency Procedures**

- Fire exits and routes are clearly marked and kept clear.
- Fire extinguishers are serviced annually.
- An evacuation plan and assembly point are displayed on the noticeboard.

- Accidents or incidents are recorded in the **Accident Book** kept in the hall.
- Serious accidents or near misses must be reported to the Committee Chair and, if required, to the local authority or HSE.

## **5. Wellbeing and Inclusion**

We aim to make the hall a welcoming place for everyone by:

- Treating all users with respect and fairness.
- Supporting volunteers and preventing stress or burnout.
- Making reasonable adjustments for accessibility.
- Encouraging open communication and mutual support.

## **6. Continuous Improvement**

- The Committee will review accidents, feedback, and inspection results.
- Improvements will be agreed at committee meetings and recorded in minutes.
- The policy will be updated as needed to reflect changes in guidance or use of the hall.

## **7. Key Contacts**

- **Chairperson:** Isabel Thonger 07913 068340
- **Booking Secretary:** Beccy Fowler 07503 182256
- **Health & Safety Lead (if appointed):** N/A
- **Emergency Services:** Dial 999

Approved 19/11/25