



Horndon on the Hill Village Hall

Health & Safety Policy

Reg. Charity No. 274903

Statement of Intent

The Trustees are committed to providing a safe environment for all users, employees, and contractors. We aim to prevent injury and make sure all activities in the Hall are carried out safely.

Responsibilities

- **Trustees:** Overall responsibility for Health & Safety; discuss matters at meetings.
- **Hall Maintenance Manager:** Inspects the Hall, checks equipment, and reports hazards.
- **Secretary:** Completes and updates risk assessments; keeps records; logs actions; reports to Trustees.
- **Employees & Contractors:** Take reasonable care for themselves and others; follow Hall safety rules.
- **Hirers & Users:** Follow Hall safety requirements and take care for themselves and others.

Arrangements

- Comply with Health & Safety legislation.
- Ensure equipment and facilities are safe to use.
- Include Health & Safety on Trustee meeting agendas.
- Take prompt action to address issues.
- Provide training where needed.
- Maintain a fire safety plan, first aid box, and accident book.
- Carry out regular inspections and risk assessments.

Inspections & Risk Assessments

- **Hall Maintenance Manager:** Checks the Hall twice yearly (March & September); reports hazards.
- **Secretary:** Updates risk assessments, keeps records, logs actions, and reports to Trustees.

Policy written by Nell Edwards, Vice Chairperson

Approved by Trustees, December 2025.

Next review: April 2026.