BARTON UNDER NEEDWOOD
VILLAGE HALL
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Health & Safety Policy statement – Barton Village Hall

Part 1: Statement of intent this is the health and safety policy statement of:

Barton under Needwood Village Hall

Our health and safety policy is to:

Ensure that staff, hirers, hirer's clients, contractors, and all members of the public that may be affected by the Hall do not come to harm.

This policy is to:

- Identify risks and manage them.
- Prevent accidents.
- Provide PPE.
- Training, when required.
- Implement emergency procedures, including evacuation in the event of a fire.
- Implement Martyn's Law.
- Maintain safe facilities.
- Ensure safe handling and storage of substances.
- Consult with employees and Hirers on safety matters.
- Review this policy on an annual basis or if there is significant change in the facility or its usage.

Signed

02/04/2026

Date

S Calder

Print name

01/04/2027

Review Date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

S Calder

2 Day-to-day responsibilities for ensuring this policy is put into practice:

S Murray and S Miller.

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- S Murray and S Miller (Caretakers) - carry out inspections, tests, maintenance, and cleaning in accordance with the inspection, maintenance and cleaning schedules and adjust same based on findings/experience. Inspections and tests completed are to be recorded.
- S Murray and S Miller (Caretakers) - produce the Hall risk assessments and review them at least annually or when significant change takes place.
- L Darby (Booking Clerk) – hirers are provided with Hall risk assessments, procedures and Hall requirements, including the requirement to provide their own risk assessments, Peeps and Geeps. Hirer Risk Assessments, Peeps and Geeps to be kept by the Booking Clerk with the Hiring Agreements and copies to be provided to the Caretakers.
- Liz Chamberlain – ensure that external contractors are required to provide method statements and risk assessments as part of any contract. Risk assessments to be provided to the Caretakers.
- S Calder - Communicate changes to staff.
- Management Committee – provide adequate resources to operate the Hall safely.
- S Calder – Arrange for an annual trial evacuation.
- S Murray and S Miller (Caretakers) – shall ensure that electrical, HVAC, gas, fire and fire extinguisher maintenance is conducted at the specified frequency and is conducted by competent contractors or staff.
- Chairman of the Village Hall Management Committee – conduct a safety tour, with a Caretaker, every 6 months.
- Communicate safety Procedures to new hirers.

4 All Employees, Hirers, Hirers' clients, and contractors should:

- co-operate with supervisors and managers on health and safety matters.
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

- Risk assessments will be carried out by the Caretakers' and Hirers'; mitigations will be put in place were necessary.
- Risk assessments will be reviewed annually or when significant change takes place.
- Risk assessments shall include the risks to the very young and old and those who are less physically able.

- New staff and new hirers will receive an H&S induction by a Caretaker and copies of relevant risk assessments, Martyn Law arrangements and evacuation procedures shall be provided by the Booking Clerk.
- Staff will not be expected to conduct work for which they are not competent until suitable training has taken place.

Consultation

- Staff will be consulted routinely on H&S matters as they arise and during the annual review.
- Hirers' will be consulted on H&S matters that affect them.

Evacuation and Protection

- Escape routes will be clearly marked and kept clear at all times.
- A trial evacuation will be conducted at least annually.
- Emergency lighting will be provided to assist with evacuation in the event of a power failure.
- Arrangements to comply with Martyn's Law will be put in place, including trial of arrangements.
- An evacuation chair is provided to assist with the evacuation of the less physically able from the first floor.

Electrical Systems

- Fire systems and Emergency light tests shall be conducted every six months, by a competent person or staff.
- PAT testing shall be carried out, by a competent person or staff, on an annual basis.
- A full check of electrical systems shall be carried out every five years, by competent staff.
- High risk defects, found during maintenance, shall have rectification dates established; this shall be as soon as practical.
- The Hall Risk Assessment shall be reviewed and mitigations put in place, if necessary, until defects have been corrected.