Health & Safety Policy

Denbury Outdoor Multicourt Facility

Organisation: Denbury Village Hall Committee
Location: New Parish Hall Site, Heathfield Road, TQ12 6DT
Date: 29/4/26
Review Date: 29/4/27

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1. Policy Statement

The Village Hall Committee is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all users, staff, volunteers, contractors, and visitors using the outdoor multicourt facility associated with the village hall.

We recognise our duties under the Health and Safety at Work etc. Act 1974 and associated regulations, and will take all reasonable steps to provide a safe, well-maintained, and appropriately managed facility.

We aim to:

- Prevent accidents and injury
- Maintain safe access, surfaces, and equipment
- Promote responsible and safe use of the multicourt
- Provide clear information, signage, and supervision arrangements where appropriate

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2. Scope

This policy applies to:

- All users of the multicourt (children, young people, and adults)
- Village Hall Committee members and volunteers
- Hirers of the village hall and/or court
- Contractors and maintenance personnel
- Visitors and spectators

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3. Responsibilities

Village Hall Committee

- Ensure regular risk assessments are completed and reviewed
- Maintain the court surface, fencing, and equipment in a safe condition
- Ensure adequate signage and emergency information are displayed
- Arrange and record routine inspections and maintenance
- Respond promptly to reports of defects or hazards
- Set and review hire prices, including those for floodlighting.

Volunteers / Supervisors / Hirers

- Ensure safe use of the facility during organised activities
- Carry out a basic visual inspection before use
- Report hazards or damage immediately to the Village Hall Committee
- Ensure users comply with site rules and safety signage

Users

- Take reasonable care for their own safety and others
- Use the facility appropriately and follow all rules and signage
- Wear suitable footwear and clothing
- Report any hazards or damage immediately

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4. Safe Use of the Facility

To ensure safe use of the multicourt:

- Activities must be appropriate for the facility (e.g. football, basketball, netball, tennis)
- No climbing on fencing, posts, or sports equipment
- No glass bottles, alcohol misuse, or dangerous behaviour permitted
- Use may be restricted in unsafe weather conditions (ice, flooding, high winds)

- Children should be supervised by a responsible adult where appropriate
- Ensure Rules of Use and Hire Agreements are issued

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5. Risk Management

Risks will be managed through:

- Regular documented inspections
- Prompt repair of defects or unsafe conditions
- Clear signage and user guidance
- Temporary closure of the facility where necessary

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6. Accident and Incident Reporting

All accidents, incidents, and near misses must be:

- Recorded in the Village Hall incident log book, situated in the Village Hall kitchen, as soon as possible.
- Reported to the Village Hall Committee as soon as possible
- Reviewed to identify any necessary corrective actions

Serious incidents will be escalated in line with statutory reporting requirements (e.g. RIDDOR where applicable).

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7. Emergency Procedures

In the event of an emergency:

- Call emergency services if required
- Provide first aid if trained personnel are available
- Clear the area to allow access for emergency responders
- Report the incident to the Village Hall Committee immediately

Emergency contact details must be displayed at or near the court.

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8. Maintenance and Inspection

- The multicourt will be subject to regular inspection
- Defects will be recorded and reported promptly
- Repairs will be prioritised based on risk level
- The facility may be closed if deemed unsafe

Appendix A: Inspection Checklist (Brief)

Monthly Check (or after heavy use/weather):

- Surface condition and drainage
- Condition of markings and lines
- Integrity of fencing and gate
- Evidence of vandalism or misuse
- Signage present and readable

Action Required:

- Record all defects
- Report to Village Hall Committee
- Isolate or close the area if necessary

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9. Safeguarding Considerations

Where children and young people use the facility:

- Appropriate supervision should be provided during organised sessions by the hirer.
- Safeguarding concerns must be reported in line with Village Hall safeguarding procedures
- Volunteers and hirers should be aware of safeguarding responsibilities

Appendix B: Multicourt Rules Sign

VILLAGE HALL MULTICOURT – RULES OF USE

Please use this facility responsibly:

- Use at your own risk
- Children must be supervised by a responsible adult
- No climbing on fences, goals, or equipment
- No glass, alcohol misuse, or dangerous behaviour
- Suitable footwear must be worn at all times
- Please respect other users
- Report damage or hazards to the Village Hall Committee on denburyvillagehall@gmail.com
- Ensure equipment is put away after use

Hirers are advised to take their own First Aid Kit as there is not one on site.

In an emergency call 999-Location: New Parish Hall Site, Heathfield Road, TQ12 6DT

Village Hall Contact: Claire Little- Village Hall Chair

Phone: TBC

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11. Review of Policy

This policy will be reviewed:

- Annually
- After any significant incident or near miss
- When changes are made to the facility or its use
- Following updates in legislation or guidance

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12. Approval

Signed: _____

Name: _____

Role: Village Hall Committee Representative

Date: _____