

# Hoo Village Hall – Health and Safety Policy

## 1. Introduction:

Hoo Village Hall is committed to ensuring the health, safety and well-being of all users, staff, volunteer and visitors. This policy outlines our approach to maintaining a safe environment and complies with relevant health and safety legislation.

As the sole corporate trustee, Hoo and Chattenden Parish Council is responsible for overseeing the safe management of the hall in accordance with its legal duties.

## 2. Responsibilities:

### 2.1 Hoo & Chattenden Parish Council, acting as the Sole Corporate Trustee, is responsible for:-

- Ensuring compliance with all relevant health and safety regulations.
- Conducting regular risk assessments and implementing necessary safety measures.
- Ensuring policies and procedures are in place to maintain a safe environment.
- Providing guidance to hall users on safety responsibilities.

### 2.2 Hall Users and hirers must:

- Follow the hall's safety guidelines.
- Report hazards, accidents, or near-misses to the Parish Council.
- Ensure activities are conducted safely and do not endanger others.
- Use equipment responsibly and return it in good condition.

### 2.3 Volunteers and Staff:

Volunteers and staff must:

- Follow all health and safety procedures.
- Report safety concerns or hazards.
- Assist in emergency procedures when required.

## 3. Risk Management:

- Hoo and Chattenden Parish Council will conduct annual risk assessments to identify and mitigate hazards.
- Fire risk assessments will be updated regularly.
- Any significant risks will be addressed promptly, with actions recorded and reviewed.

## 4. Fire Safety:

- Fire exits must be kept clear at all times.
- Fire extinguishers and alarms will be checked regularly.
- An evacuation plan will be displayed and all users must familiarize themselves with it.
- Fire drills will be conducted annually.

## **5. First Aid and Accident Reporting:**

- Fully stocked first aid kits are available in all three rooms and can be found in the kitchen of the Jubilee Hall and the Main Hall and under the clock in the meeting room.
- At least one first aider should be present during major events.
- All accidents must be recorded in the Accident Log book (Which can be found next to the first aid boxes in all three locations) and reported to the Parish Council.

## **6. Electrical and Equipment Safety:**

- All electrical equipment will be regularly tested (PAT testing).
- Faulty or damaged equipment must not be used and should be reported immediately.
- Users must ensure any personal electrical items brought in are safe to use.

## **7. Food Safety and Hygiene:**

- If food is prepared on-site, proper hygiene must be maintained.
- Any food service must comply with food safety regulations.
- Users are responsible for cleaning kitchen areas after use.

## **8. Child and Vulnerable Adult Protection:**

- Groups working with children or vulnerable adults must follow safeguarding policies and have appropriate supervision.
- Any concerns must be reported to the appropriate authorities.

## **9. Emergency Procedures:**

- In case of fire, users must evacuate immediately and gather at the designated assembly point.
- Emergency contact numbers will be displayed clearly
- All users must familiarise themselves with exit routes and emergency contacts.

## **10. Review and Update:**

- This policy will be reviewed annually by Hoo and Chattenden Parish Council (As Sole Corporate Trustee) and updated as necessary to ensure safety compliance.