

HORSTED KEYNES VILLAGE HALL HEALTH & SAFETY - 2026

The Village Hall aims to comply with all health and safety legislation and to act where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out and to accept responsibility to do everything they can to prevent injury to themselves or others. If you have any questions on the Health and Safety requirements please speak to the Booking Secretary. The following practices must be followed in order to minimise risks:

EXITS & EVACUATION	<ul style="list-style-type: none"> ● The what3words address for emergency services is flows.nerd.coffee ● Make yourselves and your guests aware of the location of emergency exits and of firefighting devices ● Heaters, firefighting devices and emergency exits must be kept clear at all times - no chairs or other obstructions in front of them ● If evacuation is required, the assembly point is on the Green outside the 'Old Mission House' opposite the Crown. Please keep the lane clear for vehicles
ELECTRICS	<ul style="list-style-type: none"> ● No electrical devices, additional lights or extensions shall be used without the consent of the Bookings Secretary. The Hirer must ensure that all devices are safe to visitors and Portable Appliance Tested (PAT) as necessary ● Portable electrical appliances must not be left operating while unattended No electrical equipment must be operated or touched where there are signs of damage, exposure of components or water penetration etc.
ACCIDENTS & HEALTH HAZARDS	<ul style="list-style-type: none"> ● There is a defibrillator in the main hall porch ● Clear breakages and mop spills immediately, remove tripping hazards ● No hazardous substances are stored at the Hall. If Hirers need to use such substances, they must inform the Management Committee ● Do not work on steps, ladders or at height until they are properly secured and another person is present ● Report every accident in the Incident Book kept in the kitchen and advise the Booking Secretary of such accidents
CLEAR UP	<ul style="list-style-type: none"> ● Chairs must not be stacked to no more than ten and must face towards the wall to ensure they don't fall towards hall users ● Extra caution must be taken to remove any consumables or equipment, especially glassware, in the courtyard where the preschool children play
DAMAGE	<ul style="list-style-type: none"> ● Report any damage or faults to equipment or the building's facilities to the Committee
KITCHEN	<ul style="list-style-type: none"> ● Take care using the cooker, water heater and knives. Place the water heater in its final position before heating. ● Do not allow children in the kitchen except under close supervision. ● Avoid over-crowding in the kitchen and do not allow running.