

The Portal Hall
Health and Safety and Risk Assessment Policy Update – 2025
Managed by the Pinder Trust

1. Introduction

The Portal Hall is committed to maintaining the highest standards of health and safety for all users, staff, volunteers, and visitors. This policy outlines the annual updates to our Health and Safety and Risk Assessment procedures to ensure compliance with current legislation and best practices.

2. General Responsibilities

- The Pinder Trust, as the managing body, is responsible for overseeing health and safety regulations within The Portal Hall.
- All hall users, including hirers and visitors, must comply with safety guidelines and report any hazards or incidents immediately.
- A designated Health and Safety Officer will conduct an annual review of policies, procedures, and risk assessments.

3. Fire Safety

- Fire exits must remain clear and unobstructed at all times.
- Fire extinguishers, smoke alarms, and emergency lighting are tested regularly, with a full inspection conducted annually.
- An updated evacuation plan is displayed in all key areas, and regular fire drills are scheduled.
- All hall users must familiarise themselves with fire safety procedures upon hiring the hall.

4. First Aid and Emergency Procedures

- A fully stocked first aid kit is maintained in a clearly marked location.
- Emergency contact numbers are displayed in key areas.
- Any accidents or injuries must be reported and logged in the Accident Book, which is reviewed quarterly.
- A trained first aider is present at larger events where required.

5. Risk Assessments

- An annual risk assessment is conducted covering all hall facilities, with updates made to mitigate identified risks.
- Specific risk assessments are required for high-risk activities such as catering, sports, and large events.
- Hirers conducting potentially hazardous activities must provide their own risk assessment and proof of appropriate insurance.

6. Electrical and Equipment Safety

- All electrical appliances are PAT tested annually.

- Faulty equipment must be reported immediately and removed or repaired as necessary.
- Users must not bring in their own electrical equipment unless it has been tested and approved by hall management.

7. Slips, Trips, and Falls Prevention

- Floors, pathways, and external areas are regularly inspected for hazards.
- Adequate lighting is maintained both inside and outside the hall.
- Spills must be cleaned immediately, and appropriate warning signage used.

8. Food Hygiene and Catering

- Kitchen facilities must be kept clean and comply with food hygiene regulations.
- All food handlers must follow safe food preparation practices.
- Hirers using the kitchen must sign a declaration confirming compliance with food safety guidelines.

9. Child and Vulnerable Adult Protection

- All groups working with children or vulnerable adults must have safeguarding policies in place.
- The hall does not provide supervision; hirers must ensure appropriate staffing ratios and DBS checks where required.
- Any safeguarding concerns must be reported to the appropriate authorities.

10. COVID-19 and Infectious Disease Control

- Hand sanitiser stations are maintained at entrances and key locations.
- Enhanced cleaning procedures remain in place, particularly for high-contact surfaces.
- Users are encouraged to follow current public health guidance regarding illness prevention.

11. Waste Management and Environmental Considerations

- Waste must be disposed of in the designated bins provided.
- Recycling initiatives are encouraged for all users.
- Hazardous substances must not be left on the premises and must be disposed of correctly.

12. Annual Review and Policy Updates

- This policy is reviewed annually by the Pinder Trust and updated as necessary to align with legal and operational changes.
- Feedback from hall users is welcomed and will be considered in future updates.
- The updated policy is available on The Portal Hall's website and on the noticeboard within the hall.

Date of Review: 6th April 2025

Reviewed by: Sandra Whiting – Chair of Pinder Recreational Trust

Next Review Due: April 2026

For any questions or concerns, please contact The Pinder Recreational Trust. c/o Portal Hall.
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