



Hilton Village Hall Violence Involving Knives Policy

1. Purpose and Scope

This policy outlines the Village Hall's stance on the possession, threat, or use of knives or bladed articles during any event or activity held within its premises. It applies to all hirers, visitors, staff, volunteers, contractors, and members of the public.

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2. Zero Tolerance Statement

Hilton Village Hall has a **zero tolerance** approach toward violence or threats involving knives. Any incident will be treated seriously, with immediate action and potential referral to law enforcement.

3. Prohibited Items

The following items are strictly forbidden unless **explicit written permission** is granted (e.g. for culinary demonstrations or approved craft workshops):

- Knives with blades longer than 3 inches
- Folding pocket knives with locking mechanisms
- Decorative or ceremonial blades
- Any bladed item intended for intimidation or harm

4. Permitted Exceptions

Bladed articles may only be used on-site for:

- Catering purposes (e.g. kitchen knives for food preparation)
- Pre-approved activities with risk assessments in place;
 - All permitted uses must be supervised by responsible adults and disclosed during the booking process.

5. Hirer Responsibilities

All hirers must:

- Ensure guests, performers, and staff understand and comply with this policy
- Include knife-related risks in their event risk assessments
- Report any concerns or incidents immediately to Village Hall management

Failure to comply may result in:

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- Immediate cancellation of the event
- Permanent exclusion from future bookings
- Referral to legal authorities

6. Reporting and Response

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Any incident involving a bladed article must be:

- Reported immediately to the designated Hall Manager and Trustees
- Logged in the incident record book
- Reviewed within 72 hours with potential follow-up and security recommendations

If necessary, CCTV footage will be reviewed and shared with local authorities in line with data protection policies.

7. Awareness and Training

Village Hall staff and trustees will receive training in:

- Incident de-escalation
- Reporting procedures
- Emergency responses involving bladed articles

8. Review and Updates

This policy is reviewed annually or following any significant incident. Updates will be communicated to all regular hirers and made publicly available.

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