



## HEALTH & SAFETY POLICY

### 1. Statement of Intent

Hilton Village Hall is committed to providing a safe and healthy environment for its employees, volunteers, visitors, and hirers. We will take all reasonable steps to ensure compliance with health and safety regulations, minimize risks, and foster a culture of safety awareness.

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### 2. Responsibilities

- **Management** (Trustees/Committee): Responsible for ensuring compliance with health and safety laws, conducting risk assessments, and implementing corrective actions.
- **Employees:** Expected to follow safety procedures, report hazards, and cooperate in maintaining a safe workplace.
- **Hirers & Visitors:** Required to adhere to health and safety policies while using the premises.

### 3. Risk Assessment & Hazard Management

- Conduct regular risk assessments to identify potential hazards.
- Implement control measures to minimize risks, including fire prevention, electrical safety, and safe handling of equipment.
- Ensure accessibility and proper signage for emergency exits and fire extinguishers.

### 4. Fire Safety

- Maintain working smoke alarms and fire extinguishers, ensuring regular servicing.
- Conduct fire drills annually and provide fire safety training to employees.
- Ensure all escape routes are unobstructed and clearly marked.

### 5. First Aid & Accident Reporting

- Provide a fully stocked first-aid kit and ensure at least one trained first-aid responder is available.
- Record all accidents and incidents in an accident book, reporting serious incidents to the appropriate authorities.

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## **6. Workplace Safety & Security**

- Keep pathways clear to prevent trips and falls.
- Maintain equipment and furniture to ensure safe use.
- Address security concerns, including controlled access and emergency response plans.

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## **7. Manual Handling**

- Provide guidance on safe lifting techniques to avoid strain injuries.
- Encourage employees to seek assistance when handling heavy objects.

## **8. Hygiene & Welfare**

- Maintain cleanliness and hygiene standards in shared spaces.
- Provide adequate handwashing facilities and encourage infection control measures.

## **9. Training & Supervision**

- Provide health and safety training as part of employee induction.
- Conduct refresher training annually to keep employees informed of safety procedures.

## **10. Policy Review & Updates**

This policy will be reviewed annually or following any significant changes in regulations or operational requirements.

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