



Welwick Parish Hall

North Lane, Welwick, HU12 0SJ

Charity Reg. No.1083040

HEALTH AND SAFETY POLICY

Written – March 2026

Review – March 2028

1. STATEMENT OF INTENT

Welwick Village Hall Committee is committed to ensuring that the premises are safe and suitable for all users.

The Committee will take all reasonable steps to:

- Provide and maintain a safe environment.
- Prevent accidents and injuries.
- Comply with all relevant health and safety legislation.

Hirers and users of the hall share responsibility for maintaining a safe environment during their use of the premises.

2. RESPONSIBILITIES

The Village Hall Committee will:

- Maintain the building, equipment and facilities in a safe condition.
- Ensure appropriate insurance is in place.
- Carry out regular safety checks and risk assessments.
- Ensure fire safety equipment is maintained and inspected.
- Provide information to hirers regarding health and safety arrangements.
- Keep records of maintenance, inspections and incidents.

Hirers will:

- Take responsibility for the safety of all persons attending their event.
- Ensure activities are conducted safely and appropriately.
- Carry out a risk assessment where required.
- Provide appropriate first aid cover.
- Ensure fire exits are kept clear at all times.
- Ensure numbers do not exceed the maximum capacity of 100 persons.
- Report all accidents, incidents or hazards to a Committee member.

3. FIRE SAFETY

- Fire exits must be kept clear at all times.
- Emergency exit signage must remain visible.
- Hirers must familiarise themselves with escape routes.
- In the event of fire, the building must be evacuated immediately and the Fire Service called.

4. EQUIPMENT AND FACILITIES

- All equipment provided by the hall will be maintained in a safe condition.
- Hirers must ensure that any equipment they bring is safe and in good working order.
- Electrical equipment should be appropriately tested where required.

5. ACCIDENTS AND INCIDENTS

- All accidents must be recorded in the Accident Book.
- The First Aid Kit is located in the kitchen.
- Any hazards or defects must be reported as soon as possible.

6. MONITORING AND REVIEW

- This policy will be reviewed every two years or sooner if required.