

**CORFE VILLAGE HALL**  
**HEALTH & SAFETY POLICY**

**1. PURPOSE**

- i. Corfe Village Hall Management Committee (CVHMC) considers the promotion of the health and safety of volunteers, committee members, hirers, and contractors and those who use its premises to be of great importance. CVHMC recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage volunteers, committee members, hirers, contractors, and users to engage in the establishment and observance of safe working practices.
- ii. Our policy is to:
  - a. comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.
  - b. Keep the village hall and equipment in a safe condition for all users by providing healthy and safe working conditions, equipment, and systems of work for our volunteers, committee members, hirers, and contractors.
  - c. Provide such training and information as is necessary to volunteers, committee members, hirers, and contractors.
- iii. Volunteers, committee members, hirers, contractors and users will be expected to recognise that there is a duty on them to comply with the practices set out by CVHMC, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

**2. SAFETY PRACTICES**

- i. Relevant precautions and warning notices will be included in the Hall Hire Terms and Conditions, making Hirers aware of key elements of Health and Safety.
- ii. The Health & Safety Logbook of all relevant records and checks is located in the first low kitchen cupboard nearest the door, labelled 'H&S Logbook', all sections of the logbook are described in Appendix 1 showing frequency of checks.

- iii. A general record of any risks reported by CVHMC, Hirers and Users will be maintained in the H&S Logbook.

### **3. INJURY OR ACCIDENT**

- i. The First Aid Box is located on the shelf in the Kitchen and will be checked monthly for completeness.
- ii. Any accident must be recorded in the H&S logbook including what First Aid items were used, if relevant.

### **4. FIRE PRECAUTIONS AND CHECKS**

- i. A 'Fire Action Notice' showing exit strategy and emergency assembly point, which is over by the play area in Queens Acre, will be displayed in the hall.
- ii. All doors and emergency exits have signs over them. There are 3 emergency exits – main entrance door; patio doors and fire exit door in far corner.
- iii. Due to the configuration of the hall, the number of emergency exits and the variety of users, Fire Drills have been decided as not necessary.
- iv. There is to be an annual inspection of all fire extinguishers and blankets, carried out by a qualified engineer and recorded in the logbook.
- v. All fixed electrical systems, including emergency lighting, are to be checked on an annual basis by a qualified electrician, and the certificate saved in the logbook.
- vi. There is to be a full inspection of the entire Hall's electrical system every five years by a qualified electrician, a report produced and the appropriate certificate issued. Any work found to be required to be carried out immediately.
- vii. There is to be monthly emergency light testing, recorded in the logbook
- viii. There is to be Portable Appliance Testing (PAT) inspection carried out by a qualified electrician every 3 years. This inspection to be recorded and a report submitted in writing. This Inspection is to carry the appropriate certification. Any appliances found to be faulty to be removed from the Hall immediately.
- ix. Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should write an entry in the General Record of Risk section of the H&S logbook and let the Booking Manager know on [corfevillagehall@gmail.com](mailto:corfevillagehall@gmail.com) and it will be forwarded to the relevant person, normally the Health and Safety Policy Owner, so it can be dealt with.

- x. Where equipment is damaged a notice should be placed on it warning that it is not to be used and if possible.

This policy is to be reviewed annually along with the status of required testing and checks by reviewing the H&S Logbook.

Policy Owner: Rob Hudon

Date first adopted by CVHMC 27/02/2025

#### Version History

Version	Author	Date	Comment
0.1	E. Bowers	17/02/25	Draft
0.2	R. Hudson	20/02/25	Version ready for CVHMC approval
1.0	R. Hudson	27/02/25	Agreed version CVHMC 27/02/25
1.1	R. Hudson	12/02/26	Removal 4ix – no longer requirement for water heating system test as included in main electrical testing. Also amended PAT to every 3 years. Agreed version CVHMC 12/02/26

**APPENDIX 1 : H&S Checks / Logbook Sections**

Section	Person Responsible	Frequency of Check
General Record of Risk	As needed	As needed / As occur
First Aid Box Checklist	E. Bowers	Monthly
Accident Record Logsheets	By User	As needed/ As occur
Fire Extinguishers	R. Hudson	Annual
Fixed electrical systems <i>including emergency lighting</i>	R. Hudson	Annual
Full electrical inspection	R. Hudson	Every 5 years
Emergency Light Testing	R. Hudson	Monthly
Portable Appliance Testing (PAT)	R. Hudson	Every 3 years