

Health and Safety Policy Kaber Village Hall Trust

General Statement of Policy

This document is the Health and Safety Policy of Kaber Village Hall

General Statement of Policy

The Kaber Village Hall Trustees have overall responsibility for health and safety at Kaber Village Hall.

We will endeavour to

- a) Provide healthy and safe working conditions, equipment and systems of work for Trustees, hirers and guests
- b) Keep the Village Hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to volunteers and users.

It is the intention of Kaber Village Hall Trustees to 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

Kaber Village Hall Trustees consider the promotion of the health and safety of those who use the Hall, including contractors who may work there, to be of great importance.

The Trustees recognise 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 and users to engage in the establishment and observance of safe working practices.

Volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, 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.

Signed: *S Lofthouse*

Name: Sarah Lofthouse

Position: Kaber Village Hall Trustee and Chairperson

Date: 13.10.25

Organisation of Health and Safety

The person (s) delegated by the Trustees to have day to day responsibility for the implementation of this policy is/are:

Name: Sarah Lofthouse – Chair of Trustees

Telephone No: 01768371798

Name: Julie Lane – Secretary and Trustee

Telephone No: 07733200555

Name: Louise Duckett – Treasurer and Trustee

Telephone No: 07833 588959

Name: Damon Green – Trustee

Telephone No: 07771967840

It is the duty of all volunteers, hirers, visitors and contractors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the Hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

The Trustees have the responsibility to ensure the following are undertaken:

First Aid box

Reporting of Accidents

Fire precautions and checks

Training in use of hazardous substances and equipment

Risk Assessment and Inspections

Information to contractors

Information to hirers

Insurance

Arrangements and Procedures

Fire Precautions and Checks

Local Fire Brigade – Kirkby Stephen Fire Station – call 999

Company Hired to maintain fire equipment –

Castle Fire & Security, Kendle, Cumbria LA8 0AJ – 01539 722500

Service Record held by Secretary

List of Equipment and its location:

Item	Test interval(weekly/monthly/annual)	Location	Service Date
Emergency Lighting	Monthly	Above the exit doors	
Fire exits-main Hall	Monthly	Toward the Entrance Way and Kitchen	
Fire fighting appliances	annual	Kitchen, Main Hall, Entrance Way	
Electrical installation	Annual	Kitchen	
Gas Installation	Annual	Main Hall	

The Hall and grounds are inspected annually, prior to the AGM, in order to identify any disrepair or damage and a report presented at the meeting. Appropriate action can then be planned and carried out during the coming year.

Review of Health & Safety Policy

The Trustees will cover and record current aspects of Health and Safety at the monthly meeting, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of Hall users.

This policy will be reviewed every three years or earlier if named responsible persons are changed.