



# Fen Drayton Village Hall (FDVH) Health & Safety Policy

## **Health and Safety Policy Part 1 – General Statement of Policy**

This document is the Health and Safety Policy of the Fen Drayton Village Hall (FDVH)

Our policy is to:

Provide a healthy, safe and secure environment, both inside the hall, and within its precincts, for the users, hirers, visitors, and others, including members of the public, when using the facilities.

Keep the village hall and equipment in a safe condition for all users.

It is the intention of the FDVH Committee 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.

FDVH Committee considers the promotion of the health and safety of those who use its premises to be of great importance.

The management committee recognises that the effective prevention of accidents depends much on a committed attitude of mind to safety.

To this end, it will seek to encourage all users to engage in the establishment and observance of safe working practices.

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

## **Part 2: Organisation of Health and Safety**

The FDVH Committee has overall responsibility for health and safety at Fen Drayton Village Hall.

It is the duty of all users, hirers and visitors 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 adjacent to the Hall.

Regular users must identify a nominated supervisor who shall be at least 21 years old and will be responsible for the hirer of the user's activities during the hire period. Any incidents should be reported by telephone or email and written up in the incident book that is kept in the kitchen area.

Should anyone using the Hall identify a fault, damage or other situation that might cause injury and cannot be rectified immediately, they should inform the FDVH chairman as soon as possible. (email chairman at [chair@fendraytonvillagehall.org.uk](mailto:chair@fendraytonvillagehall.org.uk))

Where equipment is damaged or constitutes a hazard, the hirer should place a notice on it warning that it is not to be used.

Date: 18<sup>th</sup> November 2025

Review: 17<sup>th</sup> November 2026

Chair Fen Drayton Village Hall