

Health & Safety Policy

CREECH ST MICHAEL VILLAGE HALL

Version 3.0 — Reviewed: May 2026

General Statement & Statutory Postings The Management Committee and all facility users must comply with Health and Safety at Work legislation. Mandatory HSE posters and official contacts are displayed clearly in the main kitchen area.

First Aid & Incident Reporting

- A fully stocked First Aid Box and First Aid Log/Accidents File are located in the kitchen.
- Monthly inspections of the First Aid Box are conducted by the Booking Coordinator.
- Any accident occurring on the premises must be logged on an Accident Report Form within 24 hours and submitted to the Booking Coordinator for insurance logging.

Safety Inspections & Maintenance Schedules

- **Risk Assessments:** Regular visual risk inspections of the building, fixtures, and grounds are completed and logged.
- **Fire Safety:** In accordance with the Regulatory Reform (Fire Safety) Order, a written Fire Risk Assessment is maintained. Fire extinguishers, emergency lighting, fire alarms, and fire blankets receive annual professional servicing.
- **Electrical Safety:**
 - Portable Appliance Testing (PAT) is carried out annually on all portable electrical appliances owned by the Hall.
 - Fixed electrical installations undergo a formal Electrical Installation Condition Report (EICR) every 5 years by a qualified electrician.
- **Water Safety & Heating:** Annual professional inspections of heating and hot water systems are conducted, including routine temperature checks to prevent Legionella growth.

Policy Review This policy is reviewed annually by the Management Committee prior to each AGM.