

Policies + Procedures Houghton Regis Memorial Hall	Policy 009 HEALTH & SAFETY	Page 1 of 2
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<i>This policy authorised by:</i>	KEN WATTINGHAM	<i>Date: November 2025</i>
<i>Designation:</i>	CHAIRPERSON	<i>Review Date: May 2027</i>

1. Houghton Regis Memorial Hall provides a service to the Community.
2. The Committee consists of a number of disciplines including management, administrative, housekeeping and on occasions, maintenance or Contractors/workmen. There is always a member of staff or Committee member available to be on the premises when required.
3. The Committee is dedicated to ensuring the health and safety of all its staff and visitors to the Hall. This Health and Safety Policy has been prepared to evidence this commitment, and set out the **general arrangements** applicable to the Hall.
4. Employees' duties are as follows: -

Employees **must:** -

- Take reasonable care for their own safety and that of others;
- Follow the health and safety policies and procedures of the workplace;
- Work safely with all equipment and materials provided and not to intentionally cause damage.

PRIVATE HIRE

Persons hiring the hall shall be responsible for the wellbeing of its group or guests.

The booking Secretary / Caretaker will explain the hire conditions and the Health & Safety and emergency procedures of the hall.

This policy is subject to review, monitoring and revision as necessary if there are changes made by the Chairman and/or Committee members .		
Signed:	 Ken Wattingham - Chairman	Date: 22 nd November 2025

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Statement of policy and general arrangements is set out in the table below.

Statement of policy and general arrangements for:	Houghton Regis Memorial Hall
The overall and final responsibility for health and safety is that of:	Chairman
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Caretaker

Statement Of General Policy	Responsibility of:	Action/Arrangements
To provide adequate training to ensure employees are competent to do their work.	Chairman	Staff are given health and safety induction and/or provided with appropriate training (including moving and handling) and personal protective equipment. All Trustees will be offered appropriate training as necessary.
To maintain safe and healthy working conditions, provide and maintain suitable equipment if applicable, and ensure safe storage/use of substances.	Chairman and Caretaker	Toilets, washing facilities and drinking water, if provided. Systems in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. If any equipment is lost or damaged, this must be reported to the Chairperson without delay. The Committee does not accept responsibility for personal tools used by Contractors/workmen.
First Aid Boxes	Chairman and Caretaker	There is a First Aid Box and eye wash box outside the kitchen on the wall. They are maintained and reviewed as necessary.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Caretaker or Committee member or Group Leader/Person in Charge.	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Accidents/Incidents	Group Leader / Person in Charge	The person responsible for taking charge in an emergency or accident/incident during an event is the Group Leader or Person in charge. Should any accident occur the Accident Record Book should be completed by the Caretaker/Chairperson. The person responsible for the event / activity should duly sign.
The Accident Record Book is Located.....		On the wall outside the kitchen.
Health & safety poster is displayed on:		Notice Boards

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Signed:	 Ken Wattingham - Chairman	Date: 22 nd November 2025