



Registered Charity no: 249324

INTERNAL RISK MANAGEMENT POLICY

Introduction

Health and safety is everyone's responsibility when using the Saxlingham Nethergate Village Hall (the "Hall"), which is managed by the Saxlingham Nethergate Village Hall Management Committee ("the Committee"). The Committee is committed to protecting the health, safety and welfare of all hall users.

Accident prevention relies on a strong safety culture, together with the safe use, operation and maintenance of equipment and established safe systems of work. All users, hirers and visitors are therefore expected to always follow safe practices.

Responsibility of the Management Committee

The Committee has overall responsibility for health and safety at the Hall. We aim to comply with all relevant health and safety legislation and, where reasonably practicable, to take proactive steps to prevent injury, ill health and risks arising from activities in the building or on the grounds. We will, as far as is reasonably practicable:

- Eliminate causes of accidents and minimise the likelihood of ill-health being caused.
- Ensure that the building and grounds are maintained in a safe condition.
- Allocate sufficient resources to properly maintain the building, in an optimal way, in line with this policy.
- Provide appropriate facilities for first aid.
- Seek advice, where appropriate, when potentially hazardous situations exist or might arise.
- Ensure that any relevant health and safety information and good practice pertaining to the Hall and grounds is made available to all users via the website or in information provided to the hirer.
- Investigate any accidents, incidents or near-miss events and ensure that actions are taken where possible to prevent any recurrence.

The following issues fall to the Committee and will be allocated to designated members of the Committee:

- First Aid box.

- Reporting of Accidents and Incidents.
- Fire precautions and checks.
- Annual Risk Assessment and Inspection.
- Information to contractors.
- Information to hirers.
- Providing adequate Insurance.

Hirers' Responsibilities

Hirers must carry out their activities safely, avoid unnecessary risks, and report any hazards to a member of the Management Committee without delay.

All hirers, users and visitors must take reasonable care of their own safety and that of others who may be affected by their activities and cooperate with the Committee to keep the premises safe and secure. This includes ensuring appropriate safeguards are in place for disabled people, children and vulnerable adults.

If you find a fault, damage, or any other issue is discovered that could cause injury and cannot be put right immediately, please notify the Village Hall Secretary (secretary@sn-villagehall.co.uk) as soon as possible so it can be addressed.

Where equipment is damaged or otherwise faulty, a notice should be placed on it warning that it is not to be used, and the Village Hall Secretary informed as soon as possible. Ensuring fire and safety equipment must not be misused or removed from its designated location.

Arrangements and Procedures:

The Committee will maintain a risk assessment register to identify hazards, record the control measures in place to reduce or eliminate risks, and highlight any additional controls to consider.

The risk assessment register will be reviewed at least annually, alongside other relevant policies and procedures.

Insurance

The Hall holds public liability insurance. Hirers are responsible for arranging their own insurance to cover any third-party claims made against them (or their organisation, where applicable) while using the premises. Commercial hirers must provide evidence of their own public liability insurance.

Licences

The Hall is licensed for music, singing and dancing through the PPL / Performing Rights Society (PRS) covering the Hall.

Food Hygiene

Hirers of the Hall should ensure they comply with relevant Food Hygiene legislation in relation to their activities.

Fire Precautions and Checks

The Committee's risk assessment considers the risk of fire. Fixed electrical wiring is inspected and tested at least every three years, and portable electrical appliances are tested annually by an approved contractor.

Review of Policy

This policy will be reviewed annually to ensure it remains fit for purpose and complies with current best practice and regulatory requirements.

Adopted: May 2026

Next review: May 2027