Health & Safety Policy

Loddon and Chedgrave Jubilee Hall

Registered Charity No. 285015

Effective: September 2026 | Review: Annually

This Health & Safety Policy sets out Jubilee Hall's commitment to providing a safe and healthy environment for trustees, volunteers, contractors, hirers, visitors and members of the public.

1. Policy Statement

Jubilee Hall is committed to complying with health and safety legislation and promoting a culture of safety in all activities undertaken at the Hall.

2. Responsibilities

The Trustees have overall responsibility for health and safety. Day-to-day responsibilities may be delegated to nominated trustees, volunteers or hall managers.

3. Risk Assessments

Suitable and sufficient risk assessments shall be undertaken and reviewed regularly for all significant activities and areas of risk.

4. Fire Safety

Fire risk assessments shall be maintained. Fire exits must remain clear, fire-fighting equipment maintained, and evacuation procedures displayed.

5. Accident Reporting

Accidents, incidents and near misses shall be recorded and investigated where appropriate. RIDDOR reporting requirements shall be followed.

6. First Aid

Adequate first aid arrangements shall be maintained, including stocked first aid kits and emergency contact information.

7. Building Safety

The Hall shall be maintained in a safe condition, including inspections of electrical systems, heating, lighting and structural elements.

8. Contractors

Contractors working on Hall premises must provide evidence of appropriate competence, insurance and safe working practices.

9. Manual Handling

Where manual handling activities take place, risks shall be assessed and suitable training or equipment provided.

10. Safeguarding

Where activities involve children or vulnerable adults, safeguarding policies and procedures shall be followed.

11. Lone Working

Trustees and volunteers working alone shall follow agreed procedures to minimise risks.

12. Review and Monitoring

The Trustees shall review health and safety arrangements annually and following any significant incident.