

Middleton & Todridge Village Hall

Health and Safety Policy (reviewed March 2026)

General Statement of Policy

This document is the Health and Safety Policy of Middleton and Todridge Village Hall.

Our policy is to:

- a) Provide healthy and safe conditions, equipment and systems for our volunteers, committee members, hirers & contractors.
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary volunteers and users.

It is the intention of Middleton and Todridge Village Hall Management 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.

The Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage committee members and users to engage in the establishment and observance of safe working practices.

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.

Signed: (On behalf of the Management Committee)

Name George Courtice

Position Chairman

Date March 9 2026

The Middleton and Todridge Village Hall Management Committee has overall responsibility for health and safety at Middleton and Todridge Village Hall.

The person(s) delegated by the management committee to have day-to-day responsibility for the implementation of this policy is/are:

Name: _____ George Courtice _____

Telephone No: _____ 07855 444719 _____

Address: _____ 20 Rothwell Rd, Newcastle upon Tyne, NE3 1TY _____

Name: _____ Kate Freeman _____

Telephone No: _____ 07979 154797 _____

Address: _____ 3 The Row, Middleton, Morpeth, NE61 4RF

It is the duty of all 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.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the persons above, as soon as possible, so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the store room.

The above persons have responsibility for:

First Aid box

Reporting of accidents

Fire precautions and checks

Training in use of hazardous substances and equipment

Risk assessment and inspections

Information to contractors

Information to hirers

Insurance

A plan of the hall is attached showing the location of electricity meters, fire exits, fire extinguisher, fuse box, stop cock.