

## **Unity Hall Health and Safety Policy**

### **1. Policy Statement**

Unity Hall is committed to providing a safe, clean, and healthy environment for all members of the community, including employees, volunteers, group leaders, visitors, and event participants. We aim to protect everyone who uses the building by minimizing risks and ensuring compliance with relevant health and safety laws.

### **2. Scope**

This policy applies to all:

- Unity Hall employees and volunteers
- Community group leaders and members
- Event organizers and attendees
- Other Contractors, visitors, and public on site

### **3. Our Commitment**

Unity Hall will:

- Identify and assess potential risks regularly
- Ensure the premises are clean, safe, and well-maintained
- Provide clear safety instructions and signage
- Comply with fire, electrical, and building safety standards
- Promote health and safety awareness in all who use the space

### **4. Responsibilities**

**Unity Hall Committee Will:**

- Conduct and review risk assessments for the building and regular activities
- Provide first aid kits and ensure fire safety equipment is maintained and tested
- Arrange for regular inspections and maintenance of facilities
- Ensure employees and volunteers are aware of safety procedures and trained where necessary

**Users of Unity Hall (including community groups and visitors) Must:**

- Act responsibly and ensure safety during their activities
- Follow all posted safety signs and instructions

- Leave spaces clean and tidy after use
- Report any hazards, damage, or incidents to Unity Hall staff promptly
- Ensure exits and walkways are kept clear

## **5. Fire and Emergency Procedures**

- Fire exits and extinguishers are clearly marked and must not be obstructed
- A fire evacuation plan is posted near main entrance
- In an emergency, all occupants must evacuate immediately and assemble at the designated meeting point:  
**Bin Store**
- Fire drills are conducted regularly with staff and volunteer involvement

## **6. First Aid**

- A first aid kit is located at: Cleaners Cupboard
- Serious injuries or medical emergencies must be reported to emergency services (Dial 999)
- All accidents, no matter how minor, should be recorded in the accident log located at Cleaners Cupboard

## **7. Reporting Hazards or Incidents**

Please report any hazards, unsafe conditions, or incidents as soon as possible to:

### **Contact:**

Amber Miller

Committee Chair

Phone: 07919588545

Email: chair.unityhallbarton@gmx.co.uk

All reports are taken seriously and reviewed to improve safety measures.

## **8. Policy Review**

This policy will be reviewed **annually** or in response to a significant incident, change in building use, or updated legislation. Community feedback is welcomed as part of the review process.

### **Reviewed by:**

Amber Miller

Committee Chair

May 2025