

Victoria Village Hall Abersychan: Environmental, Health, and Safety (EHS) Policy

1. Policy Statement

Victoria Village Hall Management Committee is committed to providing a safe and healthy environment for all users, visitors, contractors, and volunteers, and to minimising our environmental impact. We recognise that effective Environmental, Health, and Safety (EHS) management is an integral part of our operations and essential for the well-being of our community and the sustainability of our hall. We are dedicated to continuous improvement in EHS performance and to complying with all relevant EHS legislation, regulations, and approved codes of practice applicable to our activities in Abersychan, Torfaen.

2. Aims and Objectives

Our EHS Policy aims to:

- * Protect the health and safety of all individuals using or working at Victoria Village Hall, including but not limited to hirers, attendees, volunteers, contractors, and management committee members.
- * Prevent accidents, injuries, and ill-health by identifying and controlling hazards and risks.
- * Promote a positive EHS culture where everyone is encouraged to take responsibility for their own safety and the safety of others.
- * Minimise our environmental footprint through responsible resource management, waste reduction, and pollution prevention.
- * Comply with all applicable EHS legislation and other requirements relevant to our operations.
- * Continuously improve our EHS performance through regular review and objective setting.

3. Responsibilities

3.1. Victoria Village Hall Management Committee:

The Management Committee holds ultimate responsibility for EHS at Victoria Village Hall. They are committed to:

- * Providing adequate resources for EHS management.
- * Ensuring this policy is implemented, monitored, and reviewed regularly.
- * Appointing a designated EHS lead/coordinator (if applicable) and ensuring they have the necessary support and authority.
- * Setting clear EHS objectives and targets.

3.2. Designated EHS Lead/Coordinator (if appointed, otherwise Management Committee):

The designated EHS Lead (or relevant Committee member) is responsible for:

- * Developing, implementing, and maintaining EHS procedures.
- * Conducting and reviewing risk assessments.
- * Ensuring compliance with EHS legislation.

- * Investigating incidents and accidents.
- * Promoting EHS awareness and training.
- * Reporting EHS performance to the Management Committee.

3.3. All Users, Hirers, Volunteers, and Contractors:

Everyone using or working at Victoria Village Hall has a responsibility to:

- * Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- * Cooperate with the Management Committee and EHS Lead on all EHS matters.
- * Report any hazards, near misses, or incidents immediately to a member of the Management Committee.
- * Adhere to all EHS rules, procedures, and instructions provided.
- * Ensure that any equipment brought into the hall is safe and fit for purpose.
- * Dispose of waste responsibly and in accordance with hall guidelines.

4. Arrangements for Implementation

To achieve our EHS objectives, Victoria Village Hall will implement the following arrangements:

- * **Risk Assessments:** Regular and systematic risk assessments will be conducted to identify potential hazards and evaluate risks associated with the use and operation of the hall. Control measures will be implemented and reviewed to minimise these risks. Hirers are responsible for conducting their own risk assessments for their specific activities.

- * **Emergency Procedures:** Clear and visible emergency procedures (e.g., fire safety, first aid) will be established, communicated, and regularly reviewed. Firefighting equipment will be maintained, and emergency exits kept clear at all times.

- * **Training and Awareness:** Appropriate EHS information and, where necessary, training will be provided to Management Committee members, volunteers, and regular users on relevant EHS matters.

- * **Incident Reporting and Investigation:** All accidents, incidents, and near misses, no matter how minor, must be reported immediately to a member of the Management Committee. All reported incidents will be investigated to determine root causes and implement corrective actions to prevent recurrence.

- * **Maintenance and Inspections:** The hall and its equipment will be regularly inspected and maintained to ensure their safe operation and condition.

- * **Waste Management:** We will strive to reduce waste generation, reuse materials where possible, and ensure the proper segregation and disposal of all waste, including recycling where facilities allow.

- * **Environmental Protection:** We will promote energy efficiency, water conservation, and responsible use of resources within the hall.

- * **Contractor Management:** All contractors working on site must comply with this EHS Policy and demonstrate their competence in EHS matters.

- * **Consultation:** We will consult with users, hirers, and volunteers on EHS matters where appropriate and encourage feedback for continuous improvement.

5. Review and Continual Improvement

This EHS Policy will be reviewed annually by the Victoria Village Hall Management Committee, or more frequently if there are significant changes in legislation, hall operations, or EHS performance. The review will assess the effectiveness of the policy, set new objectives where necessary, and ensure its continued suitability and relevance.

6. Communication

This EHS Policy will be displayed prominently within Victoria Village Hall and made available to all users, hirers, volunteers, and contractors upon request.

Signed: Giles Davies

[Name of Chairperson/Designated EHS Lead]

On behalf of Victoria Village Hall Management Committee

Date: 27.05.2025

Next Review Date: [Date One Year from Adoption/Review]