



West Hatch Village Hall

West Hatch Village Hall, Registered Charity Number 282641

Induction Procedure for Tradespeople and Contractors

Purpose

This procedure outlines the requirements for inducting tradespeople and contractors undertaking work at West Hatch Village Hall. It ensures all work is carried out safely, responsibly, and with minimal disruption to hall users.

Scope

Applies to all external contractors, tradespeople, and service providers engaged to carry out work on the premises.

Pre-Work Requirements

Before any work begins, contractors must:

- Provide proof of relevant qualifications and insurance (e.g., public liability)
- Submit a brief description of the works to be undertaken
- Provide risk assessments and method statements (RAMS) where applicable
- Agree dates, times, and expected duration of the work with the Trustees

Induction Briefing (to be provided by the Committee)

Prior to starting work, contractors will receive a briefing from a designated Trustee of the Hall Committee covering:

Site Information

- Layout of the hall and access points
- Location of key facilities (toilets, water, electricity supply)
- Safe use of electrical or water systems
- Procedures for isolating services if required

Health and Safety

- Fire safety procedures, alarm points, and evacuation routes
- Location of fire extinguishers and first aid kit
- Emergency contact details

Safeguarding and Public Use

- Awareness that the hall may be used by members of the public, including children and vulnerable individuals
- Expectations regarding appropriate conduct and behaviour
- Requirement to exercise sensitivity towards hall users

Site Rules

- Working hours and noise restrictions
- Cleanliness and waste disposal arrangements
- Parking and access limitations
- Security (locking up, access to keys)
- Prohibition of smoking, alcohol, or hazardous behaviour on site
- Consideration of vulnerable adult needs for access and egress e.g. Chair Yoga sessions

During the Work

- Contractors must follow agreed method statements and safety procedures
- Work areas must be kept safe and tidy at all times
- Any hazards, incidents, or damage must be reported immediately to the Committee
- Contractors must not deviate from agreed work without prior approval

Completion of Work

- Site must be left clean, safe, and secure
- All waste materials removed unless otherwise agreed
- Any issues, defects, or follow-up actions reported to the Committee

Responsibility

The West Hatch Village Hall Committee is responsible for providing the induction briefing. Contractors are responsible for complying with all requirements outlined in this procedure.

Date Prepared: 18 April 2026

Prepared by: Louisa Thornhill

Date Issued and authorised by the Committee: 20th April 2026

Review date: March 2027