

ESCRICK & DEIGHTON VILLAGE HALL

Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Escrick and Deighton Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the 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 Village Hall Management Committee considers the promotion of the health and safety of its volunteers and those who use its premises, including contractors who may work there, to be important. The management committee recognises that the effective prevention of accidents depends on a committed attitude and the operation and maintenance of equipment and safe systems of work. Therefore it will encourage volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Volunteers, 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, 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:

Position:

Date:

Part 2: Organisation of Health and Safety

The Village Hall Management Committee has overall responsibility for health and safety at 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(s):

It is the duty of all volunteers, 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 person above, or the Bookings Secretary, 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.

The following persons have responsibility for specific items:

First Aid Box:	Kate W
Reporting of accidents:	Secretary
Fire precautions and checks:	Treasurer
Training in use of hazardous substances and equipment:	Treasurer
Risk assessment and inspections:	Treasurer
Information to contractors:	Treasurer
Information to hirers:	Secretary
Insurance:	Treasurer