

# Stannington Village Hall

## Health and Safety Policy

### **Our Policy is to:**

1. Provide healthy and safe working conditions, equipment, including PPE where necessary, and systems of work for our volunteers, committee members and hirers.
2. Keep the village hall and equipment in a safe condition for all users.
3. Provide such training and information as is necessary to volunteers and users.
4. Make regular health and safety and fire risk assessments, to record the outcomes in the Maintenance and Fire assessment logbook and to record actions taken and when.
5. It is the intention of Stannington 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.

Stannington 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 of great importance. The management committee recognises that the effective prevention of accidents depends as much on properly functioning equipment and safe systems of work. To this end, it will seek to encourage volunteers, committee members and users to engage in the establishment and observance of safe working practices, this is particularly relevant when there are children on the premises.

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 and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Those preparing, cooking and serving food from the kitchen should have the relevant hygiene certificates.

### **Organisation of Health and Safety**

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

All committee members have specific areas of responsibility for the implementation of this policy.

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. As a result, the management committee recommends that children must always be supervised within the building and that they are not allowed to be within the kitchen confines at any time.

Should anyone using the hall come across a fault, damage or other situation which might cause injury or health hazard and cannot be rectified immediately they should inform 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 and it should be placed in the back of the store cupboard.

In addition to the health and safety checks and fire risk assessment, committee members have responsibility for these specific items:

- First Aid Box
- Reporting of Accidents
- Information to contractors
- Information to hirers
- Insurance

\*Bookings Secretary Richard Tolson