

..... Village Hall Management Committee - Health and Safety Policy

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees/users on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees/users;
- to ensure all employees are competent to do their tasks and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary and at the Annual General Meeting.

Responsibilities:

1. Overall and final responsibility for health and safety rests with the Management Committee.
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Chairman of the Management Committee.
3. All employees/users have to:
 - co-operate with committee members on health and safety matters;
 - not interfere with anything provided to safeguard their health and safety;
 - take reasonable care of their own health and safety; and
 - report all health and safety concerns to any committee member.

Health and safety risks arising from our work activities:

Risk assessments will be undertaken by the Chairman of the Management Committee. The findings of the risk assessments will be reported to the Management Committee. Action required to remove/control risks will be approved by the Management Committee. The chairman of the Management Committee will be responsible for ensuring the action required is implemented. The Vice Chairman of the Management Committee will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Consultation with employees/users:

Employees/users are to be consulted by the Village Hall Booking Agent
Any problems found with plant/equipment should be reported to the Booking Agent

Safe plant and equipment:

The Chairman of the Village Hall Committee will be responsible for identifying all equipment/plant needing maintenance and will be responsible for ensuring effective maintenance procedures are drawn up.

The Vice Chairman of the Management Committee will be responsible for ensuring that all identified maintenance is implemented and will check that new plant and equipment meets health and safety standards before it is purchased.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Safe handling and use of substances:

The Vice Chairman of the Management Committee will be responsible for identifying all substances which need a COSHH assessment and will be responsible for undertaking COSHH assessments.

The Chairman of the Management Committee will be responsible for ensuring that all actions

identified in the assessments are implemented and will be responsible for ensuring that all relevant employees/users are informed about the COSHH assessments.

The Vice Chairman of the Management Committee will check that new substances can be used safely before they are purchased.

Information, instruction and supervision:

The Health and Safety Law poster is displayed in the Kitchen

The first aid box is kept in the Kitchen

All accidents and cases of work-related ill health are to be recorded in the accident book.

The book is kept in the Kitchen Drawer.

Induction training will be provided for all employees by the Vice Chairman of the Management Committee.

The Chairman of the Management Committee is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring:

To check our working conditions, and ensure our safe working practices are being followed, we will conduct spot checks at least once a month.

Emergency procedures:

The Chairman of the Management Committee is responsible for ensuring the fire risk assessment is undertaken and implemented.

Legal requirements:

TheVillage Hall is licensed for entertainment by the District Council and is registered as an employer with the Health & Safety Executive, our compliance with regulations is therefore regularly checked by representatives of the Health & Safety, Police and Fire Services.