



HEALTH AND SAFETY POLICY

PRINCIPLES

The health, safety and welfare of all those using and visiting the village hall is paramount at all times.

POLICIES

Stainton Village Hall Committee intends to comply with all relevant health and safety legislation to ensure that the village hall premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

Our policies are:

- to provide healthy and safe conditions, equipment and systems for our volunteers, committee members, contractors and users;
- to ensure that the village hall, its equipment and contents are maintained in a safe condition; and
- to provide such training and information as is necessary.

All trustees, volunteers, users and contractors are expected to recognise:

- that there is a duty on them to comply with the practices set out by the Committee;
- that they are required to comply with all the safety requirements set out in the hiring conditions, the hall's risk assessment and Covid 19 risk assessment and safety notices in the premises;
- that they accept responsibility to do everything that they can to prevent injury to themselves or others; and
- that regular users make their own risk assessment and mitigation plan specific to their activity, copies of which will be provided to the trustees on request.

All persons have responsibility for ensuring that their actions do not comprise the health and safety of themselves or any other person.

Anyone who observes a practice or potential hazard has the responsibility to act to remove such danger and to record such incidents in the Accident Book (which is normally located next to the first aid box in the kitchen).

Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to the defects by use of the appropriate means (e.g. a warning label), to inform a member of the Committee and to note such action in the Accident Book.

Health and safety will be on the agenda for every committee meeting and the Accident Book will be reviewed before each committee meeting to ensure that any accidents that occur receive appropriate follow up.

REVIEW

These policies and the village hall risk assessments will be reviewed annually following the AGM.

Stainton Village Hall Committee

August 2020