



## **HEALTH & SAFETY POLICY**

### **Statement of Intent**

We the Trustees of the Hartpury Village Hall recognise our responsibility for the health and safety of all users of the Hall and associated facilities and for persons we directly employ to undertake work within the Hall complex. We will ensure that a safe and healthy place of recreation and work is maintained and that everything reasonably practicable is done to prevent injury to any persons in our employment or to those using the Hall for activities and recreation.

### **Organisation and Responsibilities**

#### **Management**

We the Trustees of the Hartpury Village Hall share overall responsibility for Health and Safety and are answerable through the Chair of Trustees for Health and Safety matters. Health and Safety is to be discussed at Committee meetings by the Hall Trustees. A Health and Safety volunteer is to be appointed with specific responsibility to the Hall Trustees for the delivery of the Health and Safety policy.

#### **Employees and contractors**

Persons employed by, or contracted to work on behalf of, the Hall Trustees have a duty to take reasonable precautions to ensure the Health and Safety of themselves and others. They also have a duty to comply with any arrangements put in place by the Hall Trustees to ensure their safety.

#### **Hirers and Users**

Hirers and Users of the Hall have a duty to take reasonable precautions to ensure the Health and Safety of themselves and others. They also have a duty to comply with any arrangements put in place by the Hall Trustees as a condition of hire and/or use to ensure their safety whilst using the Hall and its facilities.

#### **Arrangements**

The arrangements we have in place to protect Health and Safety include

- a. Compliance with relevant Health and Safety legislation.
- b. Provision, installation, operation and maintenance of safe plant and services, and safe systems applicable to work and recreational activities undertaken within the Hall complex.
- c. Appointment of a Health and Safety volunteer to act as the Trustees' focal point.
- d. Health and Safety to be included on each Trustee Committee meeting agenda.
- e. Prompt action to remedy Health and Safety issues.
- f. A programme of safety inspections and risk assessments.
- g. Provision of suitable training where required.
- h. A fire safety plan.
- i. A first aid box
- j. An accident book

**Reviewed and approved by the Hall committee on 18 July 2018**