



Health and Safety Policy

Adopted from March 2014

Policy Statement

It is the policy of the East Horsley Village Hall to provide healthy and safe working conditions, equipment and systems of work for its employees, (for the purposes of this document the term employee includes trustees and volunteers), hires and visitors using its premises or grounds (*the Hall*).

It is the intention of the *East Horsley Village Hall Management Committee* (the *Management Committee*) to comply with all relevant Health and Safety legislation and to act positively where it is able to do so to prevent injury, ill health or any danger arising from activities conducted within (*the Hall*).

Employees, hires and visitors will be expected to recognise, and take responsibility, that there is a clear duty on them to do everything they can to prevent injury or harm to themselves or others and to comply with the Health and Safety requirements as set out in this policy, hire agreement and any Health and Safety notices displayed within *the Hall*.

Organisation

Whilst it is the duty of all employees, hires and visitors to *the Hall* to act responsibly and to consider the health and safety of themselves and others who may be affected by their activities, the *Management Committee* retains overall responsibility for Health and Safety Policy.

The Health & Safety Committee is charged with the on-going implementation, monitoring, assessment and supervision of that policy and is required to meet not less than six monthly and, working with the Hall Manager and Caretaker, carry out a full inspection of *the Hall* to ensure that policies are being followed and to ensure compliance with relevant legislation and agreements.

On a day-to-day basis, *the Hall* Manager and Caretaker are responsible for ensuring that the *Management Committee's* policies and procedures are being carried out and for bringing to the attention of the Health and Safety Committee any concerns that may arise.

The Hall Management and Caretaker will ensure that Health and Safety information is communicated to anyone working within *the Hall*, especially anyone new to *the Hall*. The Hall Manager will ensure a copy of the Health and Safety Policy is kept on display in the Hall Managers Office and that a copy of the summary page is displayed on *the Hall* noticeboard. Any changes to the policy are to be communicated to all employees by the Health and Safety Committee using the most appropriate means and the changes drawn to their attention.

In addition, there is a duty on anyone using *the Hall* upon the discovery of any damage, fault, or situation which might cause injury or harm to report it to the Hall Manager or Caretaker immediately.

Arrangements

The Health and Safety at Work Act 1974 requires that the *Management Committee*, as managers of the Hall, ensure the health and safety of employees, hires and visitors to the Hall. To meet its responsibilities the *Management Committee* will:

1. Maintain *the Hall* to provide a safe place of work and leisure, including safe access.
2. Provide a healthy environment for its employees, hires and visitors to *the Hall*
3. Specify safe systems of work with the health and safety in mind of its employees, hires and visitors to *the Hall*.
4. Provide training, information and supervision to enable all employees to meet their obligations under this policy and to contribute to the health and safety of hires and visitors to *the Hall*.
5. Identify and assess all risks and hazards associated with the hall and activities conducted within *the Hall* and take all reasonable action to eliminate or reduce the risk or hazard.
6. To investigate any accident or incident, regardless of its causes and injury or not, and to take reasonable action to prevent or reduce the risk of a similar accident or incident reoccurring.

Review Process

The policy will be reviewed formally by the *Management Committee* at a full meeting not less than every four years or sooner if circumstances or changes dictate otherwise. In addition, the policy and all procedures relating to it will be reviewed by the Health & Safety Committee in November of each year or sooner if circumstances or changes dictate otherwise. Following its review, the Health & Safety Committee will report to the following meeting of the *Management Committee* with any recommendations for change that it considers appropriate.

Signed.....Date

Acting Chairman of East Horsley Village Hall Management Committee

This is a summary of the full East Horsley Village Hall Health and Safety policy, a copy of which is available from the Hall Manager upon request.

Hires are reminded that their obligations to manage Health and Safety whilst using the Hall are set out within the Terms and Conditions of Hire.