

EAST HORSLEY VILLAGE HALL ACCIDENT POLICY

The trustees of East Horsley Village Hall accept their responsibilities under the current legislation for the health, safety and welfare at work for the hall's staff and for the health and safety of those attending the hall eg visitors, contractors, tradespeople, members of the public etc. Anyone attending the hall and/or using the hall's facilities also have a general duty of care for their own health and safety and that of others.

IF AN ACCIDENT OCCURS:

1. Injuries must receive prompt attention. First Aid kits are available in each room. Where necessary, help should be sought from the emergency services or other competent source.
2. The accident must be reported to the caretaker with full details at the earliest opportunity. The caretaker will notify the Hall Manager and the Chairman of the Premises sub committee
3. All accidents will be reported to the Management Committee

NB If an incident occurs that might have led to an accident, please also report this to the caretaker.