

# EAST HORSLEY VILLAGE HALL

## HEALTH AND SAFETY POLICY (October 2022)

*The Hall Manager will keep a copy of this policy on display in the Hall office and communicate health and safety information to users of the hall as necessary, particularly drawing their attention to any changes in policy and practice.*

*This policy will be formally reviewed by the Management Committee not less than once every four years. In addition this policy and related procedures will be reviewed annually by the House subcommittee, making any necessary recommendations for change to the Management Committee as appropriate.*

The trustees of East Horsley Village Hall have overall responsibility for this policy and accept their responsibilities under the current legislation for the health, safety and welfare at work of the hall's staff, and for the health and safety of those attending the hall eg visitors, contractors, tradespeople, members of the public etc. They will act positively where able to do so to prevent injury, ill health or danger arising from attending the hall.

In particular they will:

1. Maintain the hall to provide a safe place of work and use for hires, including for access
2. Provide a healthy environment for employees, visitors and users of the hall
3. Specify safe systems for working, with a mind to the health and safety of employees, visitors and users of the hall
4. Provide training, information and supervision to enable employees to meet their obligations under this policy and to contribute to the health and safety of visitors and users of the hall
5. Identify and assess all risks and hazards associated with the hall and its use for hires
6. Investigate any accident or incident, regardless of its causes and whether there is any injury, taking reasonable action to prevent or reduce the risk of a reoccurrence of a similar accident or incident

Anyone attending the hall and/or using the hall's facilities also has a general duty of care for their own health and safety and must do everything they can to prevent injury or harm to themselves or others, including complying with the requirements set out in this policy, the hire agreement and the Health and Safety notices displayed within the hall. There is a duty on anyone using the hall to report to the Hall Manager and/or caretaker immediately any damage, fault or situation which might cause injury or harm.

The Premises subcommittee will ensure the ongoing implementation, monitoring, assessment and supervision of this policy, working with the hall manager and caretaker. This will include annual inspections of the hall to ensure the policy is being followed and that there is compliance with relevant legislation and agreements.

The Hall Manager will commission external contractors for safety inspections as required, including checking fire safety equipment, portable appliance testing, and gas/electrical safety checks.

The caretaker will undertake regular monitoring between these external inspections, as well as continual checking of the premises to identify any potential health and safety risks. This will include checks of First Aid kits, replenishing these as necessary.

The caretaker will inform the Hall Manager of any health and safety issues. These will then be brought to the attention of the Premises subcommittee, and action taken to address them.