

NETHER STOWEY VILLAGE HALL

Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Nether Stowey Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Nether Stowey Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Nether Stowey Village Hall Management Committee considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: (On behalf of the Management Committee)

Name: Ian Miller

Position: Chairman

Date:

Part 2: Organisation of Health and Safety

The Nether Stowey Village Hall Management Committee has overall responsibility for health and safety at Nether Stowey Village Hall. The persons delegated by the management committee to have day to day responsibility for the implementation of this policy are:

Name: Ian Miller
Telephone No: 01278-733436
Address 31 Mount Road, Nether Stowey TA5 1LU

Name: Wendy Hobbs
Telephone No: 01278-733197
Address: 6 Exeter Close, Nether Stowey TA5 1NR

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should complete a Damage/Defect Report and inform the Village Hall Committee as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and a damage/defect form completed. If possible the object should be placed in the Bar where it cannot be used.

The following persons have responsibility for specific items:

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|--------------------------------------------|-------------|
| First Aid Boxes: | Jan Miller |
| Reporting Accidents: | Wendy Hobbs |
| Fire precautions and Checks: | Wendy Hobbs |
| Use of Hazardous Substances and Equipment: | Wendy Hobbs |
| Risk Assessments and Inspections: | Wendy Hobbs |

Information to Contractors:

Wendy Hobbs

Information to Hirers:

Jan Miller

Insurance:

Hilary Sells

A plan of the hall is attached showing the location of electricity cables, fire exits, fire extinguishers, fuse box, stop cock, and water heaters.