



Kilve Village Hall

Registered Charity - 304569

HEALTH AND SAFETY POLICY AND PROCEDURES

General Statement of Policy

This document is the Health and Safety policy of Kilve Village Hall

Our Policy is to:

- A. Provide healthy and safe working conditions, equipment and systems of work for volunteers, committee members, hirers and contractors
- B. Keep the village hall and equipment in a safe condition for all users.
- C. Provide such training and information as is necessary to volunteers, committee members and users.

It is the intention of Kilve 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.

Kilve Village Hall Management Committee considers the promotion of the health and safety of its volunteers 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, the Committee will encourage its volunteers, committee members and users to engage in the establishment and observance of safe working and other practices.

Volunteers, hirers, users 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.

Responsibilities

Kilve Village Hall Management Committee has overall responsibility for health and safety at Kilve Village Hall

The persons delegated by the management committee to have day to day responsibilities for the implementation of this policy are:

Name: Elizabeth Griggs

Telephone Number: 07765 994013

Email address: chairvh@gmail.com

Name: Brian Ward

Telephone Number:

Email address:

It is the duty of all volunteers, 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 inform the persons above, or the Bookings secretary, 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 not be used and it should be placed on the tables in the Donovan Room.

The following persons have responsibility for specific items;

First Aid Box: Kate Lindley

Reporting of accidents: Kate Lindley

Fire precautions and checks: Barry Whitehead

Risk assessments and inspections: Sarah Hayward

Information to contractors: Barry Whitehead: Brian Ward: Frances Major

Information to hirers: Frances Major

Insurance: Sheila Collins

A plan of the hall is located in the hall and on the website showing the location of fire exits, fire extinguishers, fuse box/distribution board, electric heaters, electric meters, stop cock, and loft access.

Arrangements and Procedures

The village Hall has a Premises Licence covering the performance of plays, live music, recorded music, dance, exhibition of films, and a limited alcohol licence (details obtainable under hiring regulations)

Policy to be reviewed annually; Risk Assessments as required; Hall Risk Assessment: January of each year

Last review: 07/11/2022

Updated: 1/11/2022