

NORTHALL VILLAGE HALL MANAGEMENT COMMITTEE

HEALTH & SAFETY POLICY

Background

Northall Village Hall is managed by the Northall Village Hall Management Committee (NVHMC) on behalf of the Trustees of the Northall Village Trust. This policy is approved by the Trustees and implemented by NVHMC.

This policy is designed to comply with health & safety law that applies to non-domestic premises. NVHMC does not have any direct employees and therefore is not subject to the Health & Safety at Work Act 1974. However, this policy recognises the Trustees' duty of care.

Policy

The Trustees are committed to ensuring, where reasonably practical, the health and safety of all people who attend the village hall and its associated grounds, including the children's play area— hirers, contractors, committee members, volunteers, other visitors, children and their carers. Trustees will act positively, where it reasonably can, to prevent injury, ill health or any danger arising from its activities and operations.

This will be achieved by:

- keeping all village hall and play area equipment in a safe condition, including conducting regular inspections
- ensuring hirers are made aware of any necessary health and safety information, including reminding them of their own duty of care for themselves and others
- ensuring committee members and volunteers are made aware of any necessary health and safety information and receive training where appropriate
- employing competent contractors who can evidence health and safety awareness and necessary insurances
- conducting a thorough investigation of any health and safety incident and amending appropriate methods or procedures, based on lessons learned
- publicising this policy on the village hall noticeboard.

This policy will be reviewed annually.

Application

NVMC will organise and record necessary inspections and risk assessments in accordance with the HSE produced Health and Safety Checklist. The building will be inspected by a member of the NVHMC once per month. The children's play area will be inspected by a member of NVMC once per week and annually by a registered third-party inspector.

The Hiring Agreement will contain basic safety information for the attention of hirers and specify the location of the accident book.

Anyone coming across a fault, damage or any situation that might cause injury that cannot be rectified immediately should report it to the person in charge at the time and to the Bookings Secretary as soon as possible. Where equipment is damaged a warning notice should be placed on it advising it should not be used.