

BRUSHFORD PARISH HALL

REGISTERED CHARITY NO: 1176214

Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of **Brushford Parish Hall CIO**.

Our policy is to:

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

It is the intention of Brushford Parish Hall CIO 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.

Brushford Parish Hall CIO considers the promotion of the health and safety of people at work and those who use its premises, including contractors who may work there, to be of great importance. The Trustees recognise 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 contractors, employees, volunteers and users to engage in the establishment and observance of safe working practices.

Contractors, employees, volunteers and users will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, 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.

NB Currently there are no employees of Brushford Parish Hall CIO

POLICY APPROVED BY THE BRUSHFORD PARISH HALL TRUSTEES on 25th May 2017

Reviewed and approved 17th February 2022

Date for next review: 16th February 2023

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Part 2: Organisation of Health and Safety

The Brushford Parish Hall Board has overall responsibility for health and safety at Brushford Parish Hall. The persons delegated by the Board to have day to day responsibility for the implementation of this policy are:

Name:
Telephone No:
Address:

Name:
Telephone No:
Address:

It is the duty of all contractors, employees, volunteers and users to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees 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 one of the Trustees above 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 area of the Carnarvon Room.

The following persons have responsibility for specific items:

First Aid Boxes:

Reporting Accidents:

Fire precautions and Checks:

Use of Hazardous Substances and Equipment:

Risk Assessments and Inspections: Sarah Blackburn

Information to Contractors:

Information to Hirers:

Insurance: Sarah Blackburn

Employer and Public Liability Insurance to the sum of £10 million is held. The Insurance Certificate is displayed in the entrance hall. An HSE Poster is displayed on the notice board in the Main Hall.

A plan of the hall is attached showing the location of fire exits, fire extinguishers, electricity distribution panel, stop cock, and boiler.

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