

Sand Hutton & Claxton Village Hall

Health and Safety Policy Statement

This document is the Health and Safety Policy of Sand Hutton and Claxton Village Hall

The Village Hall Management Committee, as far as is reasonably practicable will:

- provide adequate resources to maintain health and safety
- provide healthy and safe conditions for volunteers, contractors, hirers and users
- maintain machinery, plant and equipment in a safe condition
- provide as necessary systems of work which are safe and without unreasonable risk to health
- provide volunteers, contractors hirers and users with such information and guidance as necessary to enable them to work in or use the Hall without unreasonable risk to their health and safety
- monitor health and safety performance to maintain agreed standards.

Volunteers, Contractors, Hirers and Users have a duty to:

- take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions
- comply with the practices/guidance set out in the Hiring Agreement, User Information Document, on notices in the Hall and co-operate fully with others in the management of health and safety
- not interfere with, misuse or willfully damage anything provided in the interest of health and safety.

To ensure that this policy is effective, we will:

- review it annually, or on significant changes in our charitable business.
- make any such changes known to volunteers and users alike.
- maintain communication between volunteers and hirers of the Hall on health, safety and welfare.

Should anyone using or working in the Hall come across a fault, damage or other situation that might cause injury and can't be rectified immediately or have any other points they wish to raise about Health and Safety they should inform one of the people below as soon as possible. Any damaged equipment should be placed on the table in the Committee Room with a note explaining the damage and that the item must not be used.

SignedDate2021

Chairman of the Village Hall Management Committee

Persons to be contacted about Health and Safety are

John Short phone: 01904 468604

Philip Orton phone: 01904 468525

Fiona Davies phone: 01904 468001 (Booking Secretary)