

Battisford Village Hall

Health and Safety Policy

Mission Statement

Battisford Village Hall Management Committee (BVHMC) are committed to ensuring that all steps are taken to provide, as far as is practicable, an environment and facilities for all users and visitors of the Battisford Village Hall to ensure their safety, health and wellbeing.

Legal Aspects

The Village Hall Management Committee have a duty of care under common law and a statutory duty under the Health & Safety at Work Act to take 'reasonably practical' steps to ensure the health & safety of all who use the Hall. The BVHMC intend to comply with this legislation.

Procedures

1. The Policy : Health & Safety should be a permanent agenda item and a copy of the policy kept on the premises.
2. Reporting: Committee members and users should be advised to be alert for any damage, faults, wear and tear and anything else that might pose a hazard and report immediately to the Chairman or his/her deputy.
3. Risk Assessment: It is important that the Policy is based on a thorough risk assessment which is repeated every 2 years or after a significant incident. Reasonable measures should be taken to reduce or avoid any risks where possible and realistic. Risk Assessment advice and procedures can be found in the Risk Assessment file which is kept in the Committee room cupboard.
4. First Aid: The BVHMC will assess that appropriate First Aid equipment is provided for users and hirers of the Hall. The equipment should be kept in a well signed location, replaced after use and within its use by date.
5. Incident reporting: All incidents and accidents should be recorded and records kept for 8 years. If necessary the insurers should be informed. The Committee will decide if the incident needs further review or action taken.
6. Hiring of the Hall: People hiring the Hall should be made aware of the Health & Safety Policy including fire evacuation procedures and sign a written hire agreement agreeing to abide by its terms & conditions.
7. Insurance: BVHMC should ensure that their Insurance Policy provides adequate cover for public liability and volunteers carrying out work at the building or car park. A copy of the Insurance Policy must be displayed on the premises or an electronic copy readily available.
8. Policies and procedures will be subject to annual review or be updated when circumstance or regulations change.

Adopted by the Management Committee on _____

Signed _____

Print name _____

Position held _____

Reviewed On	Signed	Name Printed	Position Held