

EYNSFORD VILLAGE HALL – HEALTH AND SAFETY POLICY

1. Introduction:

Eynsford Village Hall has overall responsibility for health and safety of the hall and for ensuring that it fulfils its legal obligations. It recognises that it is the duty of the trustees and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The trustees are committed to ensuring that all its activities are safe and will do whatever it can to provide for the health, safety and welfare of all volunteers and visitors of the hall ensuring that the risks are minimised at all times.

It will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it.

2. Responsibilities:

The Chairman is responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary.

All accidents or unsafe incidents will be investigated by the Chairman on behalf of the trustees as soon as possible and then reported to the trustees at the next trustees' meeting, unless urgent.

All trustees are responsible for assessing the risk to health and safety of volunteers and visitors and identifying what measures are needed to comply with its health and safety obligations and ensuring that all equipment is safe and well maintained.

3. Trustees' responsibilities:

Trustees must ensure that they are aware of the contents of this policy, that they comply with this policy and that they will report all accidents or unsafe situations to the Chairman.

In addition, they must ensure that they record accidents in the accident book and they are aware of all fire procedures for the hall and report to the Chairman anything that they think could be in any way unsafe.

4. Risk assessments:

The Chairman will ensure that the hall is assessed in line with current relevant legislation. Assessments will be repeated where there is a change in legislation, significant change(s) to the hall or any other reason which makes the original assessment invalid.

5. Training:

To comply with legislation and to promote the health, safety and welfare of trustees, volunteers and visitors, health and safety induction will be given to all new trustees, where any significant changes are made to the hall, and where a new risk assessment shows a need.

6. Resolving problems:

Any trustee or volunteer with a health and safety concern must first tell the responsible trustee. If, after investigation, the problem is not resolved in a reasonable time or the responsible trustee decides that no action is necessary but the trustee or volunteer is not satisfied with this, the trustee or volunteer may then refer the matter to the trustees at the next trustees' meeting.

This policy dated May 2021.