

BARMBY MOOR VILLAGE HALL

Health & Safety Policy

Part 1 - General Statement of Policy

This document is the Health & Safety Policy of Barmby Moor Village Hall.

Our policy is to:

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

It is the intention of Barmby Moor Village Hall Management Committee to comply with all Health & 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.

Barmby Moor Village Hall Management Committee considers the promotion of the health and safety of its employee(s) at work and those who use its premises, including contractors who may work there, to be of great importance. The Management Committee recognises 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

Employers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, 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.

Signed; (On behalf of the Management Committee)
Chairman
19th. October 2023

Part 2 - Organisation of Health & Safety

The Barmby Moor Village Hall Management Committee has overall responsibility for health & safety at Barmby Moor Village Hall.

The persons delegated by the management committee to have day to day responsibility for the implementation of this policy are:

Nicholas C.E. Spencer - Secretary
Mobile: 07762 631681
Email: spencerbarmby@btinternet.com
The Cottage, Chapel Street, Barmby Moor

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including 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 inform the Secretary or Lettings Secretary 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.

The following persons have responsibility for specific items:

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|-------------------------------|-------------------|
| First Aid Box | Secretary |
| Reporting of Accidents | Chairman |
| Fire Precautions & Checks | Secretary |
| Training in use of COSHH | Secretary |
| Risk Assessment & Inspections | Secretary |
| Information to Contractors | Secretary |
| Information to Hirers | Letting Secretary |
| Insurance | Secretary |
| Damage | Secretary |

A plan of the Hall is included in the Health & Safety folder located in the Kitchen showing the location of electricity cables, gas pipes, gas shut off v/v, fire exits, fire extinguishers, fuse boxes, stop cock, boiler, stairs, loft access, safety lights.