Bouverie Hall: Health and Safety Policy.

The Bouverie Hall is the Pewsey village hall and is run by a committee as a non-profit making charity. The hall is hired out to other organisations. Users of the Hall include: the Committee, their helpers, their contractors; hirers of the hall and their guests. Members of the public occasionally use the toilet facilities.

The purpose of this Health and Safety Policy is to ensure that all users leave in no less state of health as the users arrived.

The Bouverie Hall Committee shall:

- Comply with all the relevant Health and Safety legislation
- Annually carry out a full risk assessment of the building, its amenities and its equipment ensuring that all defects or issues are considered and repairs/improvements undertaken
- Ensure that all emergency exits are clearly signposted, are in good working order and are free from obstruction
- Ensure all users of the Hall are aware of the emergency evacuation process
- Enter into contracts to examine and maintain all fire-fighting (extinguishers and alarms) equipment on an annual basis
- Enter into contracts to examine and maintain all electrical installations and electrical equipment on an annual basis (or by law or shorter if desired) by appropriately qualified professionals
- Enter into contracts to examine and maintain the oil-fired heating system (and associated alarms) on an annual basis
- Comply with food hygiene principles
- Ensure that all hazardous materials (for example cleaning materials) are securely stored
- Maintain first aid kits (kitchen and other spaces)
- Maintain a formal accident book
- Ensure that clear written operating guidance is available for all the equipment provided by the Hall for users to use
- Ensure that clear written guidance is available to inform users of how and where to carry and store portable equipment provided by the Hall (for example tables and chairs)
- Ensure that ‘lone worker’ principles are in place for committee members/helpers who are alone in the hall
- Ensure that safeguarding principles are in place for committee members/helpers and Hall key holders
- Ensure that Hirers of the hall make adequate provision to prevent unwanted access to the building whilst their event is taking place
- Communicate this policy to Hirers, Contractors and Committee Members