

Burgh St. Peter Village Hall Management Trust

Health & Safety policy

Policy Statement

Burgh St Peter Village Hall recognises that it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its workers. It has a duty of care as an employer to promote, establish and consolidate such measures as are reasonably practicable to foster the safety, health and welfare at work of all persons, both employees and non-employees.

It outlines employers and employees' responsibilities and covers the following areas:

- Responsibilities
- Risk Assessment
- First Aid
- Incident & Accident recording and reporting

Further H&S guidance is available via the Health and Safety Executive's website is a very good source for guidance and downloadable documents in regard to Health and Safety issues.

As Trustees and volunteers at Burgh St Peter Village Hall it is important to have a good understanding of Health and Safety. The rest of this policy outlines how this will be achieved.

The organisation will ensure that within reasonable bounds sufficient funds and resources are allocated to ensure that this policy can be affectively incorporated into the organisation's activities.

Everyone will be encouraged to share the responsibility for health and safety at work and will be provided with such information, training and resources, as they need for this purpose.

This policy will be reviewed annually.

Responsibilities

Burgh St Peter Village Hall has Health & Safety policies and procedures in place which are overseen by the Burgh St Peter Village Hall Management Committee.

- volunteers and hirers (as appropriate) receive sufficient information on Health and Safety matters and have access to all the policies and procedures;
- risk assessments are undertaken and written and kept in the relevant files and made available to all employees;
- accidents/incidents or near misses are investigated and reported to the Booking secretary in the first instance, recorded on an incident form and are

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kept in the relevant project files, first aid accidents will be recorded in the accident book;

Risk Assessments

Risk assessments are carried out to ensure that the venues and activities undertaken are safe for purpose.

Risk assessments will be carried out for in-house activities (which take place at Burgh St Peter Village Hall) at the beginning of each new activity and are reviewed at the end and altered if required.

First Aid requirements

All volunteers and hirers will be aware of the location of the first aid box, accidents book and incident forms.

Incident/ accident Reporting

All accidents will be recorded in the accident book and reported to the Booking Secretary. These will be reviewed at Committee meetings to ensure that the accident could not have been prevented and where required changes to risk assessments and activities will be included.

An incident can be defined as an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage. In order to maintain an appropriate record of incidents it is essential that all incidents be reported to the Booking Secretary and all incidents, accidents and near misses require to be recorded on the incident forms and report to the Booking Secretary. These can then be reviewed to introduce changes where required. When necessary the incident will be brought to the attention of the Burgh St Peter Village Hall Management Committee to review the Policies and Procedures and if required changes will be made.

Individuals should ensure that all incidents where they feel threatened or 'unsafe' (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.

Name

Signed

Date

Date of review.....