



Health & Safety Policy

General Statement of Policy

Our policy is to:

- a) Provide healthy and safe working conditions, equipment, and systems of work for our employees, contractors, 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 Normandy Village Hall Management Committee to comply with Health and Safety legislation where it can reasonably do so to prevent injury, ill health or any danger or loss arising from its activities and operations.

Normandy Village Hall Management Committee considers the promotion of the health and safety of its employees at work and of those who may be affected by its activities and operations to be of fundamental importance.

The Management Committee recognizes 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 endeavor to encourage employees, contractors, volunteers, users and hirers to participate in the establishment and observance of safe working practices.

Duties

All trustees, hirers, contractors, employees and users of the hall are expected to recognise and accept their duties;

- a) to follow health and safety instructions and report hazards or dangers
- b) to exercise self-discipline and accept responsibility to do everything they can to prevent injury to themselves or others it is recognised that accidents causing injury may occur and if they do we ask that they are recorded.
- c) **all incidents are recorded** in the Accident Book which is contained within the First Aid cabinet in the accessible toilet. The cabinet contains a First Aid kit which is suitable for minor injuries. If any items are used, they should be recorded in the Accident Book so that they can be replaced. For more serious injuries it is advised that the emergency services are contacted. Access to the emergency height barrier key can be obtained by calling 07836 250099
- d) all **routes for emergency evacuation** including fire doors and exits must be kept clear at all times and not obstructed by chairs, tables and other obstructions.



- e) any **portable electrical appliances** brought into the village hall are strongly recommended to have a valid certificate attached to it stating that it has been tested and approved for use within the previous 12 months.

Signed on behalf of the Management Committee:

Name: R. Bailey
Position: Chair - Normandy Village Hall Trustees
Date: 30 March 2023

Normandy Village Hall CIO
Reviewed March 2023