



Slapton Village Hall

Registered Charity: 300968

Health & Safety Policy

Purpose

To support the Trustees in taking all reasonable measures to ensure that the hall, and any equipment provided there, are safe for the purposes of all users.

Scope

This policy relates to the village hall building and all activities taking place within the hall, and the adjoining outside area that is the responsibility of the Village Hall Trustees. The individuals falling within the scope of this policy include Trustees, volunteers, users, hall users and where appropriate contractors or individuals providing services to the village hall.

Roles and Responsibilities

Trustee Responsibilities

Slapton Village Hall (SVH) Trustees recognise their duty in ensuring that measures are in place to protect all users as identified in the scope of this policy from risks to their health and safety as far as is reasonably practicable.

The above will be achieved by advising all users to:

- Identify and assess risks to which people in their activity are likely to be exposed
- Introduce specific measures as appropriate to minimise these risks
- Adopt safe working practices
- Provide an Incident/Accident Book for the use by any users enabling report of any relevant incident, accident, or suggestions for improvements.
- Where appropriate receive instruction and training to enable them to perform their activities safely and effectively.
- Ensure that appropriate Public Liability insurance cover is in place.

Volunteers Staff and User Responsibilities

Every village hall user has a responsibility to take reasonable care for the health and safety of themselves and any other person who may be affected by their acts or omissions. Users should co-operate with SVH in efforts to comply with statutory requirements and the Health and Safety Policy, in particular all users should:

- Conduct all activities in a safe and considerate manner
- Use any equipment provided according to instructions
- Report and record incidents on the premises that have led, or may lead, to injury or damage
- Make suggestions to improve health and safety for users of the hall
- Ensure agreed measures are introduced to reduce or manage identified health and safety risks.