



## Newton in Cartmel Village Hall Health and Safety Policy and Procedures

### Why it's important

The Trustees of Newton in Cartmel Village Hall are committed to providing a healthy, safe facility and environment for all who use and work in the hall. We also want to fulfil our obligations under the the Health and Safety at Work Act 1974, which commits us,

- as far as is reasonably practicable, to eliminate accidents and minimise the likelihood of ill-health being caused by hall's environment,
- as far as is reasonably practicable, to ensure that the hall is maintained in a safe condition, and that means of entry and exit are without risk.
- to provide and maintain an environment for any employee, volunteer, or user of the hall, that is adequate with regards to facilities and arrangements for their welfare.

### What we will do

- The Trustees are responsible for Health and Safety and assisting in its organisation and management
- We will ensure that adequate insurance is in place to cover all who use the hall
- The Health and Safety at Work Act 1974 imposes a duty on each employee, whilst at work, to take responsible care for the Health and Safety of himself, or herself, and others, with whom he or she works. At present the Trust does not employ anyone, but our expectation is that all volunteers, and users of the hall abide by these principles, and the advice and guidance given in this policy and procedure.
- We encourage volunteers, members of the community and users of the hall to maintain an active interest in accident prevention, and compliance with Health and Safety Regulations. We welcome any ideas, suggestions for safer practice.
- The role of the Trustees or designated official is to ensure that,
  - a regular audit for the village hall is completed, covering all aspects of health, and safety, and fire for all activities - see link below
  - the overall health and safety issues as they affect the village hall are reviewed, to ensure the development and introduction of improved assessment methods
  - sufficient resources are provided to maintain conditions that are, so far as reasonably practicable, safe and healthy
  - all reasonably practicable steps are taken, to ensure that premises are operated and maintained, in a safe and healthy way
  - where necessary, approved protective equipment and clothing is provided and its proper use is understood
  - all reasonable steps are taken to inform employees, volunteers, sub-contractors, and users about materials, equipment or processes that are used, which are known to be potentially hazardous to health or safety
  - all activities are kept under review so that they can, if necessary, be revised in the light of experience and up to date knowledge
  - consultation in health and safety matters and effective participation by all employees, volunteers, and users of the hall is encouraged
  - appropriate facilities for first aid are provided
  - advice where appropriate is available, when potentially hazardous situations exist or might arise
  - data is collected , analysed and communicated on accident, sickness and incidents involving personal injury or injury to health
  - all occurrences are investigated and recommendations are made to prevent reoccurrence
  - that relevant and up-to-date information on all aspects of health and safety legislation and good practice is obtained and made available to interested parties
  - a continual assessment for any change of activity, process or equipment is made, and the findings of such an assessment is generally available.
  - new Trustees volunteers, and those taking on new jobs or responsibilities are trained as appropriate, and they are aware of any particular hazards of the job or working environment.
  - any accident or occurrence is fully investigated and, where the fault lies with working methods, machinery, materials or processes, that such fault is corrected
  - accidents must be reported to a Trustee or delegated official and recorded on a Risk Assessment/Hazard Report Form. When a Trustee or delegated official is absent accidents should be reported to the Secretary

- all accidents are reviewed at each meeting

#### Monitoring, Evaluation and Review

- The Newton in Cartmel Village Hall Management Committee will annually review this policy and the outcome of all accidents at their ordinary meetings to inform their policies, and practice to ensure the continued improvement in the services provided.

Date agreed June 22

Reviewed June 23

Date of next review June 24

<https://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>