

# **PENRUDDOCK VILLAGE HALL HEALTH AND SAFETY POLICY**

## **PRINCIPLES**

The health, safety and welfare of all those using and visiting the village hall is paramount at all times.

## **POLICIES**

Penruddock Village Hall Committee intends to comply with all relevant health and safety legislation to ensure that the village hall premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

Our policies are:

- to provide healthy and safe conditions, equipment and systems for our volunteers, committee members, contractors and users;
- to ensure that the village hall, its equipment and contents are maintained in a safe condition; and
- to provide such training and information as is necessary.

All trustees, volunteers, users and contractors are expected to recognise:

- that there is a duty on them to comply with the practices set out by the Committee;
- that they are required to comply with all the safety requirements set out in the hiring conditions, the hall's risk assessment and safety notices in the premises;
- that they accept responsibility to do everything that they can to prevent injury to themselves or others; and
- that regular users make their own risk assessment and mitigation plan specific to their activity, copies of which will be provided to the trustees on request.

All persons have responsibility for ensuring that their actions do not comprise the health and safety of themselves or any other person.

Anyone who observes a practice or potential hazard has the responsibility to act to remove such danger and to report such incidents to the Committee.

Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to the defects by use of the appropriate means (e.g. a warning label), and to inform a member of the Committee.

Health and safety will be on the agenda for every committee meeting.

## **REVIEW**

These policies and the village hall risk assessments will be reviewed annually following the AGM.

Penruddock Village Hall Committee

February 2024