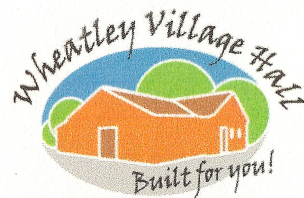


# Wheatley Village Hall Health and Safety Policy



(Based on the ACRE model document  
'Health and Safety Legislation and Village Halls')

## General Statement of Policy

This document is the Health and Safety Policy of Wheatley Village Hall.

Our policy is to :

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee, 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 Wheatley Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations

Wheatley Village Hall Management Committee considers the health and safety of its employee, volunteers and committee at work and those who use its premises, including contractors who may work there, to be of great importance. The management committee recognises 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 seek to encourage employee, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

North and South Wheatley Village Hall Management Committee

Review date April 2025

## Organisation of Health and Safety

The Wheatley Village Hall Management Committee has overall responsibility for Health and Safety at Wheatley Village Hall.

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy.

Should anyone using the hall discover a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform one of the people named above, or the Bookings Clerk, as soon as possible so that the problem can be dealt with. Where equipment is damaged, a notice should be placed on it warning that it should not be used.

The following persons have responsibility for specific items

First Aid Box	<b>Kerry Driver / Jan Mitchell</b> -----
Reporting of accidents	<b>Kerry Driver / Rose Sharpe</b> -----
Fire precautions and checks	<b>Jan Mitchell / Kerry Driver</b> -----
Risk Assessments	<b>Rose Sharpe</b> -----
Information to hirers	<b>Rose Sharpe / Kerry Driver</b> -----
Insurance	<b>Rose Sharpe</b> -----