

List of Trustees and relevant Officers for the time being

As at 21/04/2023 and until the 2024 AGM

Trustees

Chairman...Roger Pask – Chair@sbvh.org.uk – 07976 165191

Treasurer...Keith Lawrence – Treasurer@sbvh.org.uk – 07785 958755

Secretary...Nikki Dean – Secretary@sbvh.org.uk – 07584 162219

Specific Trustee responsibilities

Safeguarding...

Fire Safety.....

Designated Premises Supervisor.....

Responsible Officers

Guardian / Hall Caretaker

Becky Harrison..... bookings@sbvh.org.uk - 07376 144830

Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of

Stock & Bradley Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members & 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 Stock & Bradley 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.

Stock & Bradley Village Hall Management Committee considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great 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 seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognize 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.

Signed: (On behalf of the Management Committee)

Name: Date:

Position: **Chairman**

Part 2: Organization of Health and Safety

The Stock & Bradley Village Hall Management Committee has overall responsibility for health and safety at the Village Hall.
The person (s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name: The Trustees Appointed for the Time Being.....

Telephone No: See list.....

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, including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, or the Bookings Secretary, 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 is not to be used and it should be placed in the;.....

Health & safety policy



The following persons have responsibility for specific items:

First Aid Box:

Reporting of accidents:

Fire precautions and checks:

Training in use of hazardous substances and equipment:

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Risk assessment and inspections:

Information to contractors:

Information to hirers:

Insurance: