**HEALTH AND SAFETY POLICY**

**INTRODUCTION:**

This is the Health and Safety Policy of the Reading Room, Meriden Road, Berkswell. The Reading Room is over 100 years old and is used as a community hall facility situated in the heart of Berkswell. Its users range from children’s dance, adult exercise and activity groups through to exhibitions and entertainment functions.

The Reading Room is owned by The Lant Charity and operated and maintained on a daily basis by a voluntary Management Committee.

**AIM OF THIS POLICY:**

* Manage health and safety risks for contractors and users of the Reading Room
* Provide a safe environment for the purpose it is being used for
* Prevent accidents through routine inspection and regular maintenance
* Consult with users on their health and safety risk assessments
* Review and revise this policy regularly

**OVERALL RESPONSIBILITY FOR HEALTH AND SAFETY:**

The Management Committee of the Reading Room

**DAY TO DAY RESPONSIBILITY:**

Penny Downing, Chair of the Reading Room

Roy Aucott, Maintenance Manager

**OTHER RESPONSIBILITIES FOR HEALTH AND SAFETY:**

All users who book the Reading Room should undertake their own risk assessments for the activity they operate. The Management Committee may request a copy of this risk assessment.

All contractors working in the Reading Room should undertake their own risk assessments for the work they are carrying out. The Management Committee may request a copy of this risk assessment.

All users and contractors should co-operate with the Management Committee on health and safety matters, taking reasonable care of their own health and safety and reporting any concerns to the Management Committee via the Maintenance Manager.

**OPERATIONAL ARRANGEMENTS FOR HEALTH AND SAFETY:**

The Management Committee will:

* Complete risk assessments where appropriate
* Review risk assessments where circumstances change
* Consult with users in a timely manner when a Health and Safety risk is identified, eg major works
* Advise contractors of their health and safety obligations when working in the Reading Room if they will be working while users are present.

Penny Downing September 2024

Signed for and on behalf of The Management Committee Date