

## **Rattlesden Community Council**

**Charity Number: 304936**

### **Health & Safety Policy**

#### **Statement of Intent:**

- a) Provide a healthy and safe working environment, equipment and methods of work for our volunteers, committee members and hirers/users
- b) Keep the Pavilion, its premises and playground (and equipment) in a safe condition for all users
- c) Provide such training and information as is necessary to volunteers and legitimate users.

It is the intention of Rattlesden Community Council to comply with all health and safety legislation enacted in England & Wales and to act positively where it can reasonably do so to prevent injury, ill health or any dangers arising from its activities and operations.

Rattlesden Community Council considers that the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Community Council 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 methods of work. To this end, it will seek to encourage committee members and users to engage in the establishment and observance of safe working practice

Hirers and users 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.

#### **Organisation of Health and Safety**

Rattlesden Community Council has overall responsibility for health and safety at Rattlesden Pavilion, premises and playground

The person (s) delegated by the Community Council to have responsibility for the Implementation of this policy is/are:

Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

It is the duty of all hirers and users to take care of themselves and others who may be effected by their activities and to co-operate with the Community Council in keeping the premises and grounds safe and non-injurious to health

Should anyone using the Pavilion, premises or playground come across a fault, damage or other situation which might cause injury or harm which 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.

A plan of the hall is available showing the location of electricity cables, fire exits, fire extinguishers, fuse box, and stop cock,

Policy approved by Rattlesden Community Council on 14<sup>th</sup> May 2025

Policy to be reviewed in May 2026