

# HEALTH AND SAFETY POLICY

This document is the Health and Safety Policy of:

Llansantffraid Pool and Deuddwr Village Hall

## Part 1 – General Statement of Policy

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), 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 Llansantffraid Pool and Deuddwr 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.

The Llansantffraid Pool and Deuddwr 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 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.

Signed (on behalf of the Management Committee)

Name:- ..... Rachel Davies

Position:- ..... Chair    Date:- .....

## Part 2 - Organisation of Health and Safety

The **Llansantffraid Pool and Deuddwr Village Hall** Management Committee has overall responsibility for health and safety at the **Llansantffraid Pool and Deuddwr Village Hall**.

The person(s) delegated by the management committee to have day to day responsibility for the implementation of this policy are:-

1. Name:- Rachel Davies (Trustee and Chair)

Telephone No: 07773519153

2. Name:- Sam Williams(Trustee and Secretary)

Telephone No: 07891247630

3. Name:- Bethan Cross(Trustee and Vice Chair)

Telephone No: 07305329962

4. Name:- Gareth Davies (Trustee and Treasurer)

Telephone No: 07817557131

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 cooperate 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 any of the persons 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 kitchen.

The following persons have responsibility for specific items:

First Aid Box – Booking Secretary Reporting of accidents: - Chair

Fire precautions and checks:- All Trustees

Training in use of hazardous substances and equipment: Any of the Trustees Risk

Assessment and inspections: All Trustees

Information to contractors: Any of the trustees Information to hirers: Booking Secretary

Insurance: Ansvar Insurance CCP2209762 Norris & Fisher Insurance Brokers Ltd 34a Hiltingbury Road, Chandlers, Ford Eastleigh, Hampshire SO53 5SS 023 8027 3164

A plan of the hall is attached showing the location of fire exits and fire extinguishers

## **Part 3.1 Arrangements and Procedures**

Please see Premises Licence Summary

## **Part 3.2 Fire Precautions and Checks**

Please see Risk Assessment

Please see evacuation procedure – FIRE NOTICE

Person(s) on the management committee with responsibility for testing for the fire risk assessment: Trustees

Mid and West Wales Fire Brigade, Llanfyllin 0370 606 0699

Company hired to maintain and service fire safety equipment

Name: Central Fire Control Ltd

Address: Unit 9 Aston Road, Business Park, Aston Road, Wem, Shropshire, SY4 5BA

Tel No: 01939 232211

Name: SafeGuard Fire & Security Ltd

Address: Safeguard House, Oswestry, SY112BH Tel No: 01691 898161

Test	Frequency		Inspection/ Certification Date	Completed by
Emergency Lighting	Annually  Minimum Monthly	See Fire Plan Compliance Folder  The electric to the emergency lights needs to be switched off and emergency lights should come on. Front entrance/main hall/and back entrance/small hall		D Jones  Any Trustee
Fire exits – main hall	Minimum Monthly	See Fire Plan Compliance Folder  Check that all exit doors open and are not obstructed		Any Trustee/Booking Secretary
Fire fighting appliances	Annually	See Fire Plan Compliance Folder		Central Fire Control Ltd
Electrical Installation	Yearly	Compliance Folder		D Jones
Condition Report 1036				
Fire Alarm Systems	Yearly	Compliance Folder		SafeGuard