



Health and Safety Policy

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Simpson Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Simpson Hall Management Committee to comply with all relevant 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.

Simpson Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. We recognise 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other 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 Hire Agreement, with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Name: Gerry Blyth

Position: Chairman

(On behalf of the Management Committee)

Date: May 2024

Part 2 - Organisation of Health & Safety

Responsibilities

The Simpson Hall Management Committee has overall responsibility for Health & Safety at the hall.

The person delegated by the Management Committee to have day to day responsibility for the implementation of this policy is:

Name: Charlie Poolton (Facility Caretaker)

Tel No.: 07726 148 736

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

Should an employee, visitor or hirer come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, then the person with responsibility for Health & Safety (see above) or the Bookings Manager should be informed as soon as possible in order 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 if possible, it should be moved to a store room.

The following persons have responsibility for specific items:

Fire precautions and checks: Charlie Poolton

Insurance: Stephanie Helme

Basic First Aid Kit: Stephanie Helme

Reporting of Accidents: Users report to Charlie Poolton (Facility Caretaker) or Trustees

Instruction on use of equipment: Charlie Poolton or Trustees

Information to Contractors and Visitors: Charlie Poolton and/or Trustees

Information to hirers: Charlie Poolton and Trustees via website

COSHH Regulations: Charlie Poolton

Risk Assessment and Inspections: Charlie Poolton and Stephanie Helme

Reviewing Health & Safety Policy: Trustees and Charlie Poolton