

THE DAVIS HALL, WEST CAMEL
Registered Charity No: 1070729
HOWELL HILL, WEST CAMEL, YEOVIL, SOMERSET BA22 7QX

Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of
THE DAVIS HALL, WEST CAMEL

Our policy is to:

- a) Provide healthy and safe conditions, equipment and systems of work for our 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 The Davis 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 Davis 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. The management committee 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 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 _____

Position _____

Date _____

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Part 2: Organisation of Health and Safety

The Davis Hall Management Committee has overall responsibility for health and safety at its premises at Howell Hill, BA22 7QX.

The person delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name: The Davis Hall Secretary

Telephone No: Please see the hall noticeboard

Name: The Davis Hall Chairman

Telephone No: Please see the hall noticeboard

It is the duty of all Trustees, 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 store room.

The following persons have responsibility for specific items:

First Aid box - *Davis Hall Chairman*

Reporting of accidents - *Groups or individuals using the hall. An accident book is provided with the First Aid Box (situated in the Committee Room)*

Fire precautions and checks - *Davis Hall Secretary*

Training in use of hazardous substances and equipment - *Davis Hall Trustees as appropriate*

Risk assessment and inspections – *Davis Hall Chairman and Secretary*

Information to contractors – *Davis Hall Secretary*

Information to hirers – *Davis Hall Booking Secretary*

Insurance - *Davis Hall Treasurer*

A plan of the hall is displayed in the hall foyer showing the location of fire exits, fire extinguishers, fuse box, stop cock, boiler, loft accesses, telephone and first aid box.