Hyde Heath Village Hall Health and Safety Policy

Part 1

Our policy is to:

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

It is the intention of Hyde Heath Village 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.

Hyde Heath Village 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices and the terms and conditions for the hire of the hall.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the terms and conditions 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.

Part 2

Organisation of Health and Safety

The Hyde Heath Village Hall Management Committee has overall responsibility for health and safety at Hyde Heath Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other 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. It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

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 Booking Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Booking Secretary informed as soon as possible.

The nearest telephone is located down Brays Lane approximately 100 yards on the left by the car park.

Hyde Heath Village Hall Management Committee has the responsibility for:

* First Aid box, kept in the kitchen
* Fire precautions (outsourced for extinguishers and fire alarm system)
* Risk Assessment and checks
* Entrances and exits are signed and kept clear externally
* Defibrillator
* The liability insurance certificate and accident book, these are located in the foyer of the hall

Hirers are responsible for

* Their own safety when using the hall
* Using the hall equipment safely
* The sale of alcohol is permitted through a Temporary Event Notice
* Reporting any accidents
* Ensuring the hall is left in a clean and safe condition
* All windows and doors are secured and all lights and water heaters turned off
* All conditions of the hire agreement are complied with

On Behalf of the Hyde Heath Village Hall Committee