

## **Toddington Village Hall**

Stow Road

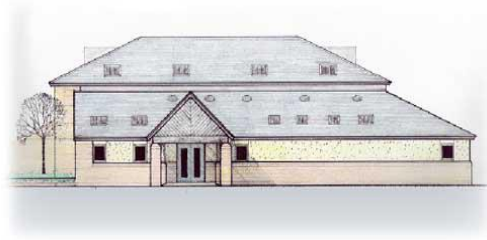
Toddington

Gloucestershire

GL54 5DU

Tel: 07486 981438

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## **HEALTH AND SAFETY POLICY**

### **Our policy is to:**

- i. Provide healthy and safe conditions, equipment and systems of work for our volunteers, hirers and any future employees.
  - ii. Keep the hall premises, grounds, facilities and equipment in a safe condition for all users.
  - iii. Provide such training and information as is necessary to volunteers, users and any staff.
- It is the intention of the Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations within the hall and grounds.
  - The Trustees consider the promotion of health and safety of all who use the premises, including contractors who may work there to be of great importance. They 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, they will seek to encourage all visitors, contractors, users and any staff to engage in the establishment and observance of safe working practices.
  - Any employees, contractors, visitors and users will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, 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 and others.

### **Responsibility**

- The Trustees have overall responsibility for health and safety in the hall and field and for the implementation of this policy. It is the intention of the Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations on the hall and field.
- All users of the facilities are expected to read this Health and Safety Policy which is available in the Hall kitchen Policy files, on notice boards and online. Users should recognise it is their duty to comply with the procedures and all safety requirements, including safety notices at the site. Hirers will be required to sign the Booking form as evidence that they agree to our Terms and Conditions.

It is the duty of all contractors, hirers, visitors and any staff to:

- i. Take care of themselves and others who might be affected by their activities.
- ii. Do everything they reasonable can to prevent injury to themselves and others.
- iii. Co-operate with the Trustees in keeping the premises and grounds safe and healthy including the car park.

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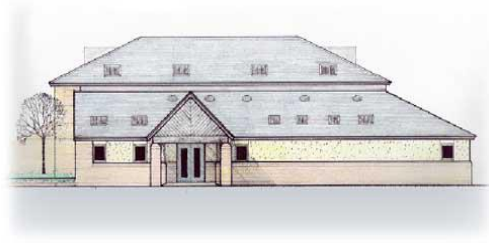
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- Should anyone using the hall or field come across a fault, damage or any other situation which might cause injury and cannot be rectified immediately, they should inform any member of the Management committee as soon as possible so that the problem 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 reported immediately.
- Routine reviews, checks and safety inspections of safety procedures and equipment are conducted by appointed Trustees or their nominees.
- Hall emergency evacuation exits are clearly marked and must be kept free of obstruction at all times.

## **Risk Assessment**

The Trustees carry out Risk assessments to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent harm.

- Make sure that all emergency exits are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration, etc.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) without the proper equipment.
- Do not stack chairs more than seven high.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision. Avoid overcrowding and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic material.
- All faults or repairs should be noted in the Maintenance Manual in the Main Kitchen.
- Report every accident in the Accident Book and to the Management Committee.
- Avoid tripping by using adequate lighting.

**IN CASE OF ACCIDENTS** requiring expert attention ring the emergency 999 number asap.