

Bassingham Village Hall and Playing Field Committee

HEALTH AND SAFETY POLICY

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees/users on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees/users;
- to ensure all employees are competent to do their tasks and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as in February of each year.

Responsibilities:

1 Overall and final responsibility for health and safety rests with the Management Committee.

2 All employees/users have to:

- co-operate with committee members on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to any committee member.

Health and safety risks arising from our work activities:

Risk assessments will be undertaken by members of the Committee.

The findings of the risk assessments will be reported to the Committee.

Action required to remove/control risks will be approved by the Committee.

The Executive will be responsible for ensuring the action required is implemented.

Assessments will be reviewed annually in February of each year or when the work activity changes, whichever is soonest.

Consultation with employees/users:

Employees/users are to be consulted by the Village Hall Booking Agent

Any problems found with plant/equipment should be reported to the Booking Agent

Safe plant and equipment:

The Committee will be responsible for identifying all equipment/plant needing maintenance and the Executive will be responsible for ensuring effective maintenance procedures are drawn up.

The Executive will be responsible for ensuring that all identified maintenance is implemented and will check that new plant and equipment meets health and safety standards before it is purchased.

Assessments will be reviewed annually in February of each year or when the work activity changes, whichever is soonest.

Safe handling and use of substances:

At the present time all substances that need a COSHH assessment are obtained through the Chance to Share arrangement with the school. The school are responsible for ensuring that all actions identified in the assessments are implemented and are also responsible for ensuring that all relevant employees/users are informed about the COSHH assessments.

Information, instruction and supervision:

The Health and Safety Law poster is displayed in the Kitchen

The first aid box is kept in the Kitchen

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the Village Hall cupboard in the kitchen.

The Executive is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring:

To check our working conditions, and ensure our safe working practices are being followed, we will, from time to time, conduct spot checks.

Emergency procedures:

The Executive is responsible for ensuring the fire risk assessment is undertaken and implemented.

Last updated on 12 February 2007