

HAUGHLEY VILLAGE HALL MANAGEMENT COMMITTEE – HEALTH AND SAFETY POLICY

This is the statement of general policy and arrangements for:		Haughley Village Hall
The Chairman, Haughley Village Hall Management Committee		has overall and final responsibility for health and safety
The Vice Chairman HVHMC		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Chairman	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide instructions, information and training to ensure hall users are properly safeguarded in the course of their work.	Vice Chairman	Users and contractors given necessary H&S guidance where appropriate. (including working at height, asbestos awareness and electrical safety).
Engage and consult with hall users on day-to-day health and safety conditions.	Vice Chairman/ All committee members	Hall users routinely consulted on health and safety matters as they arise but also formally consulted at regular management committee meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident	Vice chairman/Hall users	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Vice Chairman/ Caretaker	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
Signed	Date	

Health and safety law poster is displayed at (location)	In Main Kitchen
First Aid box is located at	
Accident book is located at	In Main Kitchen

