

Health and Safety Policy

Bramley Village Hall Trust

Issue 21st February 2024

BRAMLEY VILLAGE HALL TRUST

HEALTH AND SAFETY POLICY

General Statement

- The Bramley Village Hall Trust Management responsible for the administration of the above hall recognizes its responsibilities for providing a safe and healthy environment for all those who attend meetings and social events within the premises or who carry out any work within the premises.
- The Bramley Village Hall Trust Management will meet its responsibilities under the *Health & Safety at Work etc. Act 1974*.
- If appropriate, the Bramley Village Hall Trust Management will seek expert technical advice on Health and Safety matters.

Aims of the Health & Safety at Work Policy To provide as far as is reasonably practicable:

- A safe place of use and a safe working environment.
- Sufficient information, instruction and suitably sufficient training where required for users, employees, contractors, voluntary helpers and customers.
- Care and attention to the Health, Safety and Welfare of users, employees, contractors, voluntary helpers, customers and members of the public who may participate in the Hall's activities.

Arrangements and Responsibilities for Carrying out Health & Safety Policy at Work

The Trust have appointed Jane Matthews as the Bramley Village Hall Health & Safety Officer.

As the Bramley Village Hall Health & Safety Officer, she shall:

- Be kept informed of relevant Health & Safety Policy legislation as applicable to village halls and inform the Trust accordingly.
- Make effective arrangements to implement the Health & Safety Policy.
- Ensure that matters of Health & Safety are regularly discussed at Trust meetings.
- Ensure that appropriate risk assessments are carried out for working practices and assets and maintain records of risk assessments.
- Make effective arrangements to ensure that contractors or voluntary helpers working for the Trust comply with all Health & Safety at Work requirements and are made aware of relevant risk assessments. All contractors shall be given a copy of the Trust's Health & Safety at Work Policy under cover of the attached letter.
- Ensure that work activities by the approved by the Trust do not jeopardize the Health & Safety of members of the public.
- Maintain a record of notified accidents and incidents.
- When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

All employees, contractors & voluntary helpers shall:

- Co-operate fully with the aims and requirements of the Health & Safety at Work Policy and comply with the Codes of Practice or Work Instructions for Health & Safety
- Take reasonable care of their own Health & Safety, use appropriate personal protective equipment and, where appropriate ensure that appropriate First Aid materials are available.
- Take reasonable care for the Health & Safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, devices or other equipment provided for Health & Safety.
- Not misuse any plant, equipment, tools or materials so as to cause risks to Health & Safety.
- Report any accidents or hazardous incidents to the Trust Health & Safety Officer.

Date of Writing: January 2015

Date of Approval: March 2015

Date of Last Review: 21st February 2024

Date of Next Review: February 2025

**Bramley Village Hall
The Street
Bramley
Tadley
RG265 BP**

Dear Sirs.....

HEALTH & SAFETY AT WORK

Thank you for agreeing to.....

A copy of the Bramley Village Hall's Health & Safety Policy is enclosed.

Your attention is drawn to your responsibilities under the Health & Safety at Work Act etc., 1974 to ensure a safe working environment. The enclosed Village Hall's Health & Safety Policy defines your responsibilities, which include that you ensure all persons involved in the work to be carried out:

- Have received appropriate training for all the work and all the equipment to be used.
- Have been provided with, and use appropriate personal protective equipment.
- Have been provided with appropriate First Aid materials.
- Take appropriate measures to protect other employees and members of the public from potentially hazardous equipment or materials.
- Report to the appointed Trust Health & Safety Officer any accidents or hazardous incidents.
- You are required to have appropriate Third Party Liability and Employers Insurance coverage

Yours sincerely,

Bramley Village Hall Trust
Health & Safety Officer