

# **Health and Safety Policy**

**Bramley Village Hall Trust**

**Issue 26<sup>th</sup> FEBRUARY 2025**

## **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 Last Review: 21<sup>st</sup> 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