

OULTON VILLAGE HALL

Charity No 522771

HEALTH AND SAFETY POLICY

Within the Policy the term 'Users' is intended to imply: the Committee; workmen, tradesmen and officials who have legitimate business to discharge at the premises Oulton Village Hall. Within the Policy the term 'Hirers' is intended to imply those Applicants who hire Oulton Village Hall in order to conduct their own activity and the members of the public who attend that activity.

Oulton Village Hall is a registered charity, run and maintained by a Committee of Trustees for the benefit of the residents of Oulton and its immediate vicinity.

The Committee of Trustees is committed to operating and maintaining **Oulton Village** Hall in accordance with the law and the requirements of the Charity Commission. It draws on guidance from relevant sources such as Action with Communities in Rural England (ACRE) & HSE.

The Committee or Trustees recognises its responsibility, in law, to maintain a safe environment for Users and Hirers of the Hall.

The Committee of Trustees cannot be fully responsible for the Health and Safety aspects of activities that are not under its control. However, it will do all that it can to alert Hirers of the Hall to recognise their own responsibilities regarding the Health and Safety in regard to their own activities.

Through the Committee of Trustees of **Oulton Village** Hall, hall cleaner(s) are available.

The Committee will:

- Do all that it can to engender Health and Safety within both the letter and spirit of the law.
- Do all that it can to maintain a safe environment at **Oulton Village Hall**.
- Establish, maintain and keep under review a Risk Assessment for the Premises.
- Establish, maintain and keep under review a Fire Risk Assessment for the Premise
- Prominently display a copy of this Policy.

- Keep this policy under regular review.
- Alert all Users to the Risk Assessment and Fire Risk Assessment, encourage users to read them and encourage to adhere to both the letter and spirit of them.
- Make it a requirement of the Hire agreement that Hirers read and conform to the Risk Assessment and Fire Risk Assessment.
- Maintain Public and appropriate Liability Insurance for the premises and its own Committee-sponsored activities.
- Maintain fire appliances and instructions in accordance with the Fire Risk Assessment
- Maintain a First Aid box and accident reporting procedure/process

However, the Committee of Trustees considers that it is ***still the duty of all Users and Hirers of Oulton Village*** Hall to:

- Remain vigilant and 'risk aware'.
- To be familiar with this Policy and its supporting Risk Assessments and to conform to their requirements.
- Make others aware of risks and the means to mitigate such risks as appropriate for the activity being undertaken.
- Report and record accidents in the Accident Book
- Alert a Committee Member to any newly apparent risks.
- Assist the Committee with constructive suggestions as to how the Health and Safety management of **Oulton Village** Hall might be improved.