

# UNDY MEMORIAL HALL

## Health and Safety Policy

### General Statement of Policy

It is the policy of Undy Memorial Hall to comply with the terms of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and all and any subsequent legislation and to provide and maintain a healthy and safe environment.

Undy Memorial Hall's health and safety objective is as follows.

To be aware of all aspects of Risk on the premises operated by them; and to minimise the number of instances of Risk, Accidents and Illnesses, ultimately achieving a safe and accident-free hall.

Undy Memorial Hall Trustees recognise and accept their duty to protect the health and safety of all visitors to the Hall. The Trustees use an independent cleaning contractor who is trained in the Health & Safety procedures needed to perform her duties in the Hall. Any other contractors we employ would be expected to have their own Health & Safety procedures for the tasks they will be performing. This will be confirmed at the point of awarding a contract for the work.

ALL injuries, however small, sustained by any person at Undy Memorial must be reported. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Undy Memorial Hall's health and safety policy will be continually monitored and updated.

Specific arrangements for the implementation of the policy and the personnel responsible should be constantly kept under evaluation and the Chairman of Undy Memorial Hall Trustees should sign this statement annually on the occasion of the Trustee's AGM.

Signed:..... CHAIRMAN of Undy Memorial Hall

DATE:.....

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## OUR HEALTH & SAFETY POLICY STATEMENT is to: -

- Prevent accidents.
- Manage health & safety risks at Undy memorial hall.
- Provide clear instructions, information and adequate training.
- Provide personal protective equipment.
- Consult with our users on matters affecting health & safety.
- Provide and maintain the building and equipment.
- Ensure safe handling and use of substances.
- Implement emergency procedures, including evacuation in case of fire or other significant incident.
- Review and revise this policy regularly.

## RESPONSIBILITIES FOR HEALTH & SAFETY

1. Overall and final responsibility for health and safety: -

The Undy Memorial Trustees: -

Sally Raggett- Chairman

Sian King- Secretary

Paul Turner- Treasurer

Michael Burke

Linda Squire

Kevin Wright

2. Day to day responsibility for ensuring the policy is put into practice:

Sally Raggett- Chairman and booking co-ordinator.

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas: -

Sally Raggett, Kevin Wright, Michael Burke- safety, consulting users, accidents and first aid.

Linda Squire- monitoring, accident investigation, risk assessments, emergency procedures, fire and evacuation

Kevin Wright & Michael Burke- maintaining equipment, information, instruction and training.

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4. All sub-contractors and users should: -

- Co-operate with the trustees on health & safety matters.
- Take reasonable care of their own health and safety and
- Report all health and safety concerns to [undymemorial@gmail.com](mailto:undymemorial@gmail.com)

## **ARRANGEMENTS FOR HEALTH & SAFETY**

### *Risk Assessment*

We will complete risk assessments and take action.

We will review risk assessments when conditions change.

We will ensure a first aid box is available for use for any users and any sub-contractors.

We will ensure that an accident book is available for any users and sub-contractors to record any accidents and 'near misses' and ensure any corrective measures are carried out.

We will ensure that users and sub-contractors are aware that they need to email [undymemorial@gmail.com](mailto:undymemorial@gmail.com) to notify the trustees of any accidents or 'near misses'.

### *Training*

We will give sub-contractors health & safety induction and provide appropriate training (including working at height, manual handling (Manual Handling Operations Regulations 1992, amended 2002) electrical safety, Control of Substances Hazardous to Health Regulations 2002 (COSHH) and any other relevant training.

We will provide personal protective equipment.

We will make sure suitable arrangements are in place for sub-contractors who work on their own.

### *Consultation*

We will consult sub- contractors and users on health & safety matters as they arise and formally when we review health & safety.

### *Evacuation*

We will make sure escape routes are well signed and kept clear at all times.

Evacuation plans are tested from time to time and updated if necessary.