

Normandy Village Hall Health & Safety Policy General Statement of Policy

1. This document is the Health & Safety policy of Normandy Village Hall.

Our policy is to provide healthy and safe working conditions, equipment and systems of work for any of our employees, volunteers and users and to provide all such training and information as is necessary. We also accept responsibility for other people who may be affected by our activities including all users of the community building and contractors who may work here.

2. Health and Safety policy of Normandy Village Hall.

2.1 It is the intention of Normandy Village Hall Management Committee to comply with Health & Safety legislation and to act positively where it can to prevent injury, ill health or any danger or loss arising from its activities and operations.

2.2 Normandy Village Hall Management Committee considers the promotion of the health and safety of its employees at work and of those who may be affected by its activities and operations to be of essential importance.

The Management Committee recognizes that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end it will seek to encourage employees, volunteers, users and hirers to participate in the establishment and observance of Safe Working Practices.

2.3 a) Employees, volunteers, users, hirers and visitors will be expected to recognize that there is a clear duty on them to exercise self-discipline and accept responsibility to do everything they can to prevent injury to themselves or others.

b) However, it is recognised that accidents causing injury may occur and if they do we ask that **ALL** incidents are recorded in the Accident Book which is contained within the First Aid cabinet in the Disabled Toilet. The cabinet contains a First Aid kit which is suitable for minor injuries. We ask that if any items are used they are recorded in the Accident Book so that they can be replaced. For more serious injuries it is advised that the Emergency Services are contacted.

c) FIRE EXITS: ALL FIRE DOORS AND EXITS MUST BE KEPT CLEAR AND NOT OBSTRUCTED by chairs, tables and other obstructions at all times.

d) Any portable electrical appliances brought into the Village Hall must have a valid certificate attached to it stating that it has been tested and approved for use within the previous 12 months.

Signed on behalf of the Management Committee:

Name: R. Bailey

Position: Chair - Normandy Village Hall Trustees

Date: 1st October 2017