

Fen Drayton Village Hall Management Committee

Health and Safety Policy

Introduction

The Fen Drayton Village Hall Management Committee has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Committee members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Fen Drayton Village Hall Management Committee is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers, members and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the Management Committee.

1. The responsibilities of the designated Health & Safety Management Committee member

The Committee member responsible for the implementation and monitoring of Health and Safety policy pertaining to the Fen Drayton Village Hall and for recommending changes where necessary is Jackie Parr.

All accidents or unsafe incidents will be investigated by Jackie Parr on behalf of the Committee as soon as possible and then to be reported to the committee at the next available committee meeting.

The designated Health & Safety Management Committee member is responsible for

- Assessing the risk from visiting and using the Village Hall to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with the Management Committee's health and safety obligations;
- Ensuring that venues or vehicles used for trips made by (members of) the Management Committee in pursuit of the Committee's roles and duties are safe and without risk to health including safe ways of entering and leaving;
- Ensuring that equipment provided by the Village Hall Management Committee for use is safe and well maintained for the ordinary use of such equipment;
- Providing information, instruction, training and supervision to volunteers supporting the work of the Management Committee in safe working methods and procedures as required;

- Encouraging volunteers to and members of the Village Hall Management Committee to cooperate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures for the ordinary use of the Village Hall as required;

2. Health and Safety Responsibilities of Volunteers to the Village Hall Management Committee

All such Volunteers will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident) to Diane Warboys or another Committee member at once.
- They record accidents or near misses at work in the accident book kept in the kitchen cupboard with First Aid boxes.
- They are aware of all fire procedures for the area in which they are operating
- They will report anything they identify which they think could be in any way unsafe

3. Risk Assessments

The responsible Management Committee member will ensure that the premises and standard tasks are assessed in line with the current relevant legislation. Assessments will be repeated annually and when there is a

- Management Committee trip or event to organise
- change in relevant Health and Safety legislation
- change of premises
- significant change in work carried out at the premises
- transfer to new technology

or any other reason which makes the original assessment invalid.

4. Training

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training identified as required for carrying out Management Committee duties and responsibilities will be provided as follows:

- at inductions of new Management Committee members
- on the introduction of new technology

- when changes are made to venues
- when training needs are identified during risk assessments.

5. Resolving health and safety problems

Any volunteer to or member of the Management Committee with a health and safety concern must first tell the responsible Committee member.

If, after investigation, the problem is not corrected in a reasonable time or the responsible committee member decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the management committee chairperson. This must be in writing.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Management Committee.

Date adopted: 17th October 2016

Date of review: 17th October 2016

Signed by: Jackie Isden

Role on Committee: Chair

Date that next review is due: Annual General Meeting 2018