

HEALTH AND SAFETY POLICY

HALL USERS

It is the responsibility of everyone to take reasonable care of their own health and safety whilst on the Memorial Hall premises and also consider in their actions the health and safety and welfare of others who use the Hall.

The Trustees wish to provide Hall users with a safe and comfortable environment. We ask users to report any problem to the caretaker or the Trustees.

CLEANLINESS

We will clean the hall at regular intervals, and we will provide users with facilities to clean the hall after each event to ensure the hall is fit for the next user.

FIRE SAFETY

We will maintain a fire alarm system and extinguishers. We will ensure that fire escape routes are clearly marked and unobstructed.

STORAGE

We will store tables, chairs, and other items in clearly defined areas. Users should be able to find what they want easily, remove items from store and put them back again in a safe and tidy manner.

USER INSTRUCTIONS

We will provide instructions on use of Hall items and appliances.

INSPECTIONS

We will:

- carry out regular checks to ensure that we operate the Hall as above;
- check that appliances and equipment are in working order;
- do a visual safety check of appliances and equipment;
- have professional safety checks when appropriate;
- have professional servicing of items when appropriate;
- perform regular checks of the exterior to ensure that access is safe;
- perform regular checks for other risks not specifically identified above.

GUIDANCE and OBLIGATIONS

We will attempt to meet our legal requirements and follow guidance from the Health and Safety Executive and other appropriate bodies.

REVIEW

This policy will be reviewed every 12 months, or sooner if the Trustees so decide.