**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.

Reviewed by the LMH Health and Safety Committee 18th December 2023

Approved by Trustees on 9th January 2024