


**Washington Village Memorial Hall Charity
Health & Safety Policy Version 1.0 2018**

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| Overall and final responsibility for health and safety is that of: | | Trustee Board of Washington Village Memorial Hall Charity | |
| Day-to-day responsibility for ensuring this policy is put into practice is delegated to: | | Bryon Winslade | |
| Statement of general policy | Responsibility of | Action / Arrangements | |
| To prevent accidents and cases of ill health through use of the Hall and to provide adequate control of health and safety risks arising from all activities in the Hall | Trustee Board | Establish policy and review annually Carry out regular assessments and reviews of actions arising Review all Health & Safety related activities | |
| To provide adequate training, where necessary, and communication to ensure all users of the Hall understand their health & safety obligations | Trustee Board | Ensure Hire Conditions specify obligations of customers of the Hall. Ensure regular customers are informed of their obligations at least annually. Ensure volunteers are informed of their obligations at the start of their volunteering and at least annually. Ensure contractors are informed of their obligations prior to starting work. | |
| To implement emergency procedures - evacuation in case of fire or other significant incident. | Bryon Winslade | Emergency Procedures notices displayed | |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances | Bryon Winslade | Publish list of regular maintenance tasks, implement maintenance tasks and document actions arising | |
| Health and safety law poster is displayed: | | At the entrance to the Chanctonbury Room | |
| First-aid box and accident book are located: | | First aid boxes are located in each kitchen. | |
| Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor and to Trustee Board | | Accident book is located in the main kitchen. Copy of Accident Book entries distributed to Trustees within one week of date of entry. | |
| Signed: Chair Trustee Board | | Date: | |
|  | | 10/9/18. | |
| Subject to review, monitoring and revision by: | Trustee Board | Every 12 months or sooner if activities change | |