


**Washington Village Memorial Hall Charity
Health & Safety Policy Version 1.0 2021-22**

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	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: 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		First aid boxes are located in each kitchen. Accident book is located in each kitchen. Copy of Accident Book entries distributed to Trustees within one week of date of entry.
Signed: Chair Trustee Board 		Date: 10/8/21
Subject to review, monitoring and revision by:	Trustee Board	Every 12 months or sooner if activities change