

**Tealby Village Hall Health and Safety Policy**

This document is the Health and Safety Policy of Tennyson d'Eyncourt Memorial Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Tennyson d'Eyncourt Memorial Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Tennyson d'Eyncourt Memorial Hall Management Committee considers the promotion of the health and safety of volunteers, employees at work, and those who use its premises, including contractors who may work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage volunteers, employees, committee members and users to engage in the establishment and observance of safe working practices.

Volunteers, employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Health and Safety file should be consulted by those who use or work in the Hall, where risk assessments are maintained. Contractors must have suitable fire safety controls for hot work.

Signed: (On behalf of the Management Committee)

Name..... TONY FAIRCLOUGH.

Position..... SECRETARY.

Date..... 27.08.2024

### Organisation of Health and Safety

The Tennyson D'Eyncourt Memorial Hall Management Committee has overall responsibility for health and safety at Tennyson d'Eyncourt Memorial Hall.

The persons delegated by the management committee to have day to day responsibility for the implementation of this policy are:

Name..... A. FAIRCLOUGH

Mobile phone..... 07542 046370

Address..... 1 FOLLY VLOW TEALBY

Name..... D. MERCER

Mobile phone..... 07395 297222

Address..... 3 CAISTER LANE TEALBY

It is the duty of all volunteers, employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the management committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the persons above, or the Booking Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the upstairs store room.

The following persons have responsibility for specific items:

First aid box..... A. FAIRCLOUGH

Reporting of accidents..... A. FAIRCLOUGH

Fire precautions and checks..... D. MERCER

Training in use of hazardous substances and equipment..... A. FAIRCLOUGH

Risk Assessments and inspections..... A. FAIRCLOUGH

Information to contractors..... D. MERCER

Information to hirers..... T. BEASLEY

Insurance..... T. NEAL

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, loft access.