

CREECH ST MICHAEL VILLAGE HALL

HEALTH AND SAFETY POLICY

GOVERNMENT LEGISLATION

- The full Government Health & Safety Executive poster is to be displayed clearly in the Kitchen
- The Village Hall Committee and all hall hirers must abide by all recommendations within this poster
- All Health and Safety issues must be reported to the named person on this poster immediately upon discovery

LOCATION AND INSPECTION

- A fully equipped First Aid Box is located in the kitchen of the Village Hall
- Clearly marked signs are visible in each room in the Village Hall to indicate the position of the First Aid Box. This to be inspected monthly and restocked as necessary by the Caretaker
- Immediately below this First Aid Box is the First Aid File containing blank Accident Report Forms
- Any accidents that occur on the premises of the Village Hall must be recorded on the relevant forms and handed to the Booking Secretary within 24 hours of the incident. These to be stored alongside the Risk Assessment Documents. Details must also be forwarded to the Village Hall insurance company.

RISK ASSESSMENT AND INSPECTIONS

- A Risk Assessment is to be carried out of the entire building and its contents at monthly intervals. Any breakages, damage to building or equipment, electrical failure, plumbing or storage issues must be reported to a member of the Committee immediately they are noticed and recorded in the Risk Assessment Log
- All fixed electrical systems, including fire alarms and emergency lighting, are to be checked on a monthly basis by a qualified electrician.
- There is to be an annual inspection of all fire extinguishers, blankets and the fire alarm system, carried out by a qualified engineer.
- There is to be an annual Portable Appliance Testing (PAT) inspection carried out by a qualified electrician. This inspection to be recorded and a report

submitted in writing. This Inspection to carry the appropriate certification.

Any appliances found to be faulty to be removed from the Hall immediately.

- There is to be a full inspection of the entire Hall's electrical system every five years by a qualified electrician, a report produced and the appropriate certificate issued. Any work found to be required to be carried out immediately.
- There is to be an annual inspection of the water heating system to be carried out by a qualified Heating and Plumbing Engineer

It is recommended that the Committee should review this policy on an annual basis and therefore it will be an Agenda item at a Committee Meeting to be held before each AGM