

HEALTH AND SAFETY POLICY AND PROCEDURE



This is the statement of general policy and arrangements for		The Funtington District Village Hall Trust and its grounds (the Hall) is an unincorporated association and is a registered charity: number 305373.	
Overall and final responsibility is that of		The Committee of Management: Funtington and District Village Hall Trust	
Day-to-day responsibility for ensuring this policy is put into practice is delegated to			
STATEMENT OF GENERAL POLICY		Responsible Person	Action/Arrangements
The promotion of the health and safety of all those who use the Hall, including contractors, through the encouragement of all users and contractors to engage in the establishment and maintenance of safe working practices			
To prevent accidents and work-related ill health and provide adequate control of health and safety risks arising from activities within the Hall			
To maintain safe and healthy conditions, equipment and systems of work for all users			
To implement emergency procedures: evacuation in the case of fire or other significant incident. Help with a fire risk assessment can be found at: http://www.hse.gov.uk/toolbox/fire.htm			
To provide such training and information as is necessary to all who attend the Hall for whatever reason			
Health and Safety law poster is displayed			
First Aid Box and Accident Book are located			
Signed		Date:	
Print Name			
Subject to review, monitoring and revision by	The Committee of Management	Date: May 2018 (or sooner if requirements or activities change)	

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
 To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

