

# **Stockbridge Town Hall CIO Health & Safety Policy**

Approved by email vote following meeting of 15 April 2019



## **1. General Statement of Policy**

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for all users of the Town Hall.
- Keep the Town Hall and equipment in a safe condition for all users.
- Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the Trustees of Stockbridge Town Hall CIO to comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Trustees of Stockbridge Town Hall CIO considers the promotion of the health and safety of its volunteers and employees at work and all 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 employees, volunteers, trustees and users to engage in the establishment and observance of safe working practices.

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

## **2. Organisation of Health and Safety**

The Stockbridge Town Hall Trading Co Ltd Management Committee has overall responsibility for health and safety at Stockbridge Town Hall.

The person delegated by the management committee to have day-to-day responsibility for the implementation of this policy is:

Clive Mantell  
Telephone 01264 513299  
Email - [admin@stockbridgetownhall.co.uk](mailto:admin@stockbridgetownhall.co.uk),

It is the duty of all employees, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate 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 safely rectified immediately they should inform the person above as soon as possible so that the problem can be dealt with. Where equipment is damaged, this should be

recorded in the log book in the kitchen, and a notice should be placed on it warning that it is not to be used.

The following persons have responsibility for specific items:

First aid box/Accident book	Sarah Madden
Reporting of accidents (RIDDOR)	Clive Mantell
Fire precautions and checks	Clive Mantell
Risk assessment and inspections	Clive Mantell
Lift operation and inspection	Clive Mantell
Equipment testing and checks	Bruce Williams
Information to contractors	Bruce Williams
Information to hirers	Paul Kidd
Vulnerable users	Paul Kidd
Insurance	Neil Romain

### **3. Arrangements and Procedures**

#### **3.1 Fire Precautions**

The fire escape routes, fire detector alarms and call points, fire extinguishers etc all comply with building regulations and the requirements of the fire brigade. All equipment is checked and inspected regularly in accordance with the schedules set out in the Management Manual.

#### **3.2 The Lift**

The lift is maintained regularly and tested every six months. In addition, a separate company conducts the required "Statutory Examination" twice yearly. Details are set out in the Management Manual.

#### **3.3 Other Equipment**

All equipment provided in the Hall is appropriately maintained and tested regularly. Electrical apparatus is PAT tested annually; emergency lighting is tested monthly; see schedules in Management Manual.

#### **3.4 Safety Rules**

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will be given information about health and safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of any equipment) and will be shown the location of the accident book. The safety rules form part of the conditions of contract and are displayed on the notice board under the stairs.

#### **3.5 Procedure in case of Accidents**

These are set out with the safety rules and displayed on the notice board under the stairs

### **4 Review of Health and Safety Policy**

The Trustees will review this policy annually at the first quarterly meeting of the Trustees of the financial year. Committee members with responsibility for aspects of health and safety will report to the Trading Company management committee regularly, including any accidents, faults, misuse by hirers or other matters, which could affect the health and safety of employees, volunteers or users.

## **5. Insurance**

The company providing the hall's Employer's Liability and Public Liability Insurance Cover is:

Ansvar Insurance, Ansvar House, 31 St Leonards Road, Eastbourne, East Sussex. BN21 3UR

Phone: 01323 744130

Email: [ansvar.insurance@ansvar.co.uk](mailto:ansvar.insurance@ansvar.co.uk)

Policy Number CCP 2197567

Date of Renewal 11 July 2019

There are no special conditions