

**Tirril and Sockbridge Reading
Room and Library**
(Charity no. 523082)

**HEALTH AND SAFETY
POLICY**

September 2022 v.1
November 2023 v.2

Tirril and Sockbridge Reading Room and Library

Health and Safety Policy

General Statement of Policy

This document is the Health and Safety Policy of **Tirril and Sockbridge Reading Room and Library (aka Tirril and Sockbridge Village Hall)** (Charity no. 523082).

Our Policy is to:

- 1) Provide healthy and safe working conditions, equipment and systems of work for employees, volunteers, committee members, hirers and contractors.
- 2) Keep the Village Hall and equipment in a safe condition for all users.
- 3) Provide such training and information as is necessary to staff, volunteers, users and contractors.

It is the intention of **Tirril and Sockbridge Reading Room and Library Management Committee (The 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.

The Management Committee considers the promotion of health and Safety of its 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers, visitors and contractors 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.

Signed on behalf of the Management Committee:

Name:

Position:

Date:

Organisation of Health and Safety

The Management Committee has overall responsibility for health and safety at the **Tirril and Sockbridge Reading Room and Library**.

The person(s) delegated by The Management Committee to have day to day responsibility for the implementation of this policy is/are:

Name:.....

Telephone number:

Address:

.....

Name:.....

Telephone no:.....

Address:.....

It is the duty of all volunteers, employees, hirers, visitors and contractors 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 person above, or the Bookings Officer, 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.

The Management Committee have responsibility to ensure specific items/procedures are provided and maintained; and responsibility is delegated to a specific person as appropriate.

- First Aid Box and Accident Reporting Book
- Fire precautions and checks
- Risk assessments and inspections
- Information to Contractors
- Information to Hirers
- Insurance
- Licences

A plan of the hall is attached showing the location of fire exits, fire extinguishers, fuse boxes, water stop cocks, first Aid Box etc.