



The Institute, Kelvedon

Charity Number 272790

78 High Street
Kelvedon,
Essex
CO5 9AA

Health and Safety Policy

Guiding Principles

The Institute Hall Committee considers the health and safety of its hall users, committee members, volunteers and employees, including contractors to be of paramount importance. This policy is in place to provide healthy and safe working conditions for all hall users.

Procedures

- To encourage all users to accept responsibility to do everything they can to prevent injury or ill health to themselves or others.
- To keep the village hall equipment in a safe condition for all users
- To provide such Health and Safety training and information as is necessary to committee members, volunteers, hirers and users.
- To comply with all Health and Safety legislation and to act positively to prevent injury, ill health or any danger arising from activities within the hall as far as is reasonably possible
- It is the Hirers' responsibility to obtain a copy of the Institute Hall Health and Safety Policy and to familiarise themselves with the contents. The Hirer will be required to sign the hiring agreement as stated in that policy.
- To carry out a Risk Assessment every two year and The Committee to consider carrying out an additional assessment for certain events where deemed necessary.
- To evaluate every incident that is reported in the "Accident Book" to maintain a safe and healthy environment
- This policy will be reviewed on an annual basis at the Annual General Meeting and/or when changes occur in National Legislation or Procedures. The reviewed policy will then be ratified during a committee meeting by all members.
- New Committee members will be provided with an understanding of their responsibilities in line with this policy.

Policy reviewed: _____