



Yarpole Parish Hall

Health and Safety Policy

The Health, Safety and Welfare of all those managing, using, working in, and visiting Yarpole Parish Hall is paramount at all times.

This Policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our contractors, volunteers, Committee members, visitors and hirers
- b) Keep the Parish Hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to contractors, volunteers, Committee members, visitors and hirers

It is the intention of the Yarpole Parish Hall 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 Yarpole Parish Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The 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 contractors, Committee members, visitors and users to engage in the establishment and observance of safe working practices.

Contractors, hirers and visitors 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 or others.

Organisation of Health and Safety

The Yarpole Parish Hall Management Committee has overall responsibility for health and safety at the Yarpole Parish Hall.

It is the duty of all contractors, hirers and visitors 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 exterior grounds.

Should anyone using the Parish Hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Chair or the Bookings Secretary, 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 and it should be placed in the rear cupboard table & chair store. Any such incident should be entered into the Incident Record kept on the lobby table in the Document file.

The Risk Assessment and Fire Risk Assessment support the Health & Safety Policy.

The Management Committee is responsible for:

- i) ensuring that all Committee members, hirers, contractors and users of the Hall are aware of the Health & Safety Policy
- ii) ensuring that the Health and Safety Policy is fully implemented;
- iii) monitoring compliance with Health and Safety guidelines;
- iv) regularly assessing and reviewing risks and recording such risks;
- v) keeping an 'Incident Record in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- vi) taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- vii) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- viii) making such representations to Committee Members, hirers, contractors and users of the Parish Hall, as may be necessary to ensure their cooperation with the Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- ix) cooperating with hirers, contractors and users of the Hall in pursuance of Health and Safety requirements.

The following regular activities are noted:

The Chair is responsible:

- for updating policies and risk assessments and presenting them to the Committee for approval.
- Check the First Aid Box monthly and replenish as necessary.
- Checking the Incident Log weekly. Complete RIDDOR forms as necessary.
- Instigate any actions necessary to remove risks e.g. repairs. Report to Committee Members at each meeting, or as soon as necessary.
- Annual Testing/Safety Certificates - make arrangements for annual inspections of oil appliances, electrical appliances, fire extinguishers. Keep relevant certificates and store in Document file on Hall lobby table.
- Ensure relevant safety notices are displayed in appropriate areas.

23 July 2026