

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

POWICK PARISH HALL

Our health and safety policy is to:

- Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace.
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
- Engage and consult with employees on day-to-day health and safety conditions.
- Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

A handwritten signature in black ink, appearing to be 'Kent', written over a white rectangular background.

Signed

04/01/2024

Date

KENT

Print name

03/31/2025

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Powick Parish Hall Management Committee

2 Day-to-day responsibility for ensuring this policy is put into practice:

Powick Parish Hall Secretary, Cleaner and Caretaker

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Maintain Serviceability of equipment - Secretary
Maintain cleanliness - Cleaner
Monitor Hall - Management Committee

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

Completed by Management Committee Apr 24.

Training

Completed by those that need training, approved by Management Committee.

Consultation

As required by the Management Committee

Evacuation

Regular users will complete their own regular fire drills, irregular users should familiarize themselves with the fire regulations on taking up hire of the hall.