

## **RUMBURGH AND St MICHAEL VILLAGE HALL MANAGEMENT COMMITTEE**

### **Health and Safety Policy**

Rumburgh and St Michael Village Hall Management Committee takes health and safety issues seriously and is committed to protecting the health and safety of its trustees and of all those who hire or visit the village hall. The trustees carry out risk assessments for all activities arranged by the trustees, check the hall and premises regularly, ask hirers to carry out similar risk assessments in respect of their own activities and ask hirers and others who may become aware of any fault or defect to report it to the Booking Officer.

### **Accidents**

The trustees provide an Accident Book which is kept in the kitchen and ask all hirers to record in that book any accident or injury occurring on the premises. They maintain a First Aid box which is kept in the kitchen and is inspected regularly.

### **Fire**

The trustees do not allow smoking in the hall. They provide and maintain appropriate illuminated signs to mark fire exits and fire extinguishers which are kept at various suitable locations in the premises. The trustees ensure that all portable electrical appliances permanently in the hall are checked annually.

### **Security**

The trustees make it a condition of hire that on leaving hirers close all the windows and lock the hall doors.

### **Insurance**

The trustees keep the hall insured under a policy which includes public liability.

December 2018