OAKE VILLAGE HALL HEALTH AND SAFETY POLICY

Part 1 General Statement of Policy (Oake Village Hall Management Committee)

Our policy is to;

Provide healthy and safe conditions, equipment and systems of work for our employees, volunteers, committee members and hirers.

Keep the hall and playground equipment in a safe condition for all users.
Monthly checks of the playground equipment are carried out by Somerset Council, and there is an annual inspection of the play area by the Play Inspection Company.
West of England Fire protection carry out annual checks of the fire alarms and extinguishers.

Provide such training and information as is necessary to staff, volunteers and hirers.

We intend 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 those who use its premises, including contractors, to be of great importance. It 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 in the observance of safe working practices.

Employees, 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 the 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 and others.

Signed on behalf of Oake Village Hall Management Committee

Name	Kirsten Horton
Position	Secretary
Date	August 2025
Phone number	01823400570
Address	Higher House, Hillcommon, TA4 1DU

Part 2 Organisation of Health and Safety

Oake village hall management committee has overall responsibility for health and safety at Oake village hall, field and playground.

The persons named to have day to day responsibility for this policy are

Name Kirsten Horton and Susan Earthrowl

Address Higher House, Hillcommon, TA4 1DU & Willowfields, Hillcommon TA4 1DS

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities, and to cooperate with the management committee to keep the premises safe.

Should anyone using the hall come across a fault, damage or other situation which may cause injury and cannot be rectified immediately, they should inform the Bookings Secretary, as soon as possible. Where equipment is damaged it should be placed in the Green Room store (next to the kitchen)

The following people have responsibility for specific items.

First Aid box (on top of fridge)	Carole Fletcher
Accident Reports	Erica Atyeo then informs Secretary
Fire precautions and checks	Kirsten Horton and Susan Earthrowl
Training in use of hazardous substances and equipment	Kirsten Horton & cleaner
Risk assessments and inspections	Susan Earthrowl
Information to contractors	Melvyn Sharland
Information to hirers	Erica Atyeo
Insurance	Phillipa Archer

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers,fuse box, stop cock, boiler and loft access.

Date 28 April 2025 C T Grove Chair

This policy is to be reviewed annually.