

Glentworth Village Hall  
Stoney Lane  
Glentworth  
Lincolnshire  
DN21 5DF



# **GLENTWORTH VILLAGE HALL**

## **POLICY and PRINCIPLES**

### **HEALTH & SAFETY**

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## 1 DEFINITIONS

GVH	Glentworth Village Hall
H&S	Health and Safety
H&S representative	Persons appointed by Management and Users to be responsible for H&S on their behalf.
Management	GVH Committee
Users	People or organisations who hire the hall for an event or activity. This includes the Management when their role is that of a User.

## 2 SCOPE

The application of the policy and principles are restricted to:

- i) activities by Users of GVH held within the building; and
- ii) activities external to the building, which are a necessary extension of activities described in i) above.

## 3 POLICY

The Management and Users of GVH shall aim to protect the H&S of all personnel who are included with its scope as defined in Section 2 above.

## 4 PRINCIPLES<sup>1</sup>

Responsibilities for H&S are allocated as follows:

### 4.1 Management

HSE Guidance		GVH Principle
1	Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.	Management shall: i) undertake a H&S Risk Assessment; ii) implement all the requirements identified in the H&S Risk Assessment; and iii) introduce specific measures as appropriate to minimise the risks.
2	In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.	The H&S Risk Assessment shall be reviewed for suitability: i) annually; ii) on any significant change to GVH or its use; or iii) on any change to fire safety regulations
3	Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.	Management shall take seriously any H&S issues raised by Users and take appropriate action.
4	Free of charge, give you the health and safety training you need to do your job.	Responsibility of Users, see Section 4.2.1 below.
5	Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.	Responsibility of Users, see Section 4.2.1 below.
6	Provide toilets, washing facilities and drinking water.	Facilities shall be provided and maintained at GVH.
7	Provide adequate first-aid facilities.	A first aid box shall be located and maintained in the kitchen at GVH.

<sup>1</sup> Based on the publication by the H&S Executive "Health and Safety Law – What you need to know",

8	Report major injuries and fatalities at work to our Incident Contact Centre: 0845 300 9923 . Report other injuries, diseases and dangerous incidents online at <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> .	Noted. An accident book shall be located in the kitchen of GVH adjacent to the First Aid box.
9	Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.	GVH shall maintain appropriate insurance. The insurance certificate will be displayed in the lobby of GVH.
10	Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.	Management shall work with Users so that H&S is protected.

## 4.2 Users

### 4.2.1 H&S representative

From Section 4.1 above.

HSE Guidance		GVH Principle
4	Free of charge, give you the health and safety training you need to do your job.	If H&S training is necessary, Users shall provide it at their cost.
5	Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.	If equipment and protective clothing is necessary for H&S, Users shall provide it at their cost.

### 4.2.2 Individuals

HSE Guidance		GVH Principle
What you must do		
1	Follow the training you have received when using any work items your employer has given you.	Individuals shall follow any H&S training provided with respect to their activities at GVH.
2	Take reasonable care of your own and other people's health and safety.	Individuals shall take reasonable care of their own and other people's H&S whilst at GVH.
3	Co-operate with your employer on health and safety.	Individuals shall cooperate with Users and Management to ensure H&S at GVH.
4	Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.	All individuals should bring to the attention of the Users and/or Management H&S representative legitimate concerns about H&S at GVH.
If there is a problem		
1	If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.	All individuals should bring to the attention of the Users and/or Management H&S representative legitimate concerns about H&S at GVH.
2	You can also look at our website for general information about health and safety at work.	Noted.
3	If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	Noted.