

# ST PIRANS HALL, GOLDSITHNEY – HEALTH, SAFETY AND HYGIENE POLICY

## GENERAL STATEMENT

Our policy is to:

- Provide safe and healthy working conditions for employees, volunteers, members and Village Hall hirers and users
- Keep the Hall's equipment in a safe condition for all users
- Provide training and information, as necessary, to committee members, staff and users

## Responsibilities

The Committee has overall collective responsibility health, safety and hygiene at St Piran's Hall. The Committee delegates day to day responsibilities to the Officers who meet monthly to oversee management of the Hall.

It is the duty of all hirers/users and visitors to safeguard themselves and others who may be affected by their activities and to cooperate with the Committee in keeping the premises safe, including the car park and grounds.

Should anyone using the Hall come across a hazard or fault which may result in injury and cannot be immediately rectified they must notify the Secretary/Responsible Committee Member and report it via writing/email.

*A plan of the hall is on display at the hall and includes location of fire exits/fire detection equipment/extinguishers, fuse box and boiler.*

## Safety Rules

All hirers/users will be expected to read and sign the whole of the hiring agreement, which covers health, safety and hygiene conditions.

## Risk Assessments

The Committee will comply with relevant legislation and will act positively where it can reasonably do so to prevent injury, ill health and any danger arising from the activities and operations of the Hall and its facilities. Training will be provided where necessary.

The committee will ensure that all contractors have appropriate qualification, experience and reference and hold adequate public liability insurance. Routine premises risk assessments will be undertaken using the prescribed form attached and a record will be held of file for 12 months. Any issues will be reported to meetings of the officers and recorded in their minutes

Portable electrical appliances in the ownership of the hall will be checked at least annually by an approved and qualified contractor. All users must ensure that any portable appliances brought into the hall have a valid PAT test

## Food Hygiene Regulations 2006

Guidance of basic food hygiene is available in the kitchen.

Review of Policy – annually – next review May 2022

## Appendix 1

### List of appliances for annual PAT testing (EXAMPLE)

- Laptops
- Projectors
- Kettle
- Microwave
- Fans