

DUMMER VILLAGE HALL (DVH) – Health & Safety Policy [Last updated 05-03-2024]**1. POLICY STATEMENT**

It is the policy of Dummer Village Hall, Up Street, Dummer, Hampshire RG25 2AK (**premises**), to maintain safe and healthy conditions for users of the village hall.

Dummer Village Hall recognises that no environment can ever be guaranteed entirely free from risk of accidents but does try to mitigate against such risks by reviewing and maintaining safety of equipment and premises, with regular checks as defined in the Fire Safety manual and Health and Safety Manual (Red Folder stored in the main hall). Last assessment was completed December 2023.

Users are defined as: Committee Members & Trustees, Volunteers, Hirers, Visitors and other users of the premises.

2. WHO IS COVERED BY THIS POLICY?

This policy applies to all those listed in section 2 above.

3. WHAT IS COVERED BY THIS POLICY?

Dummer Village Hall seeks to:

- Provide, as appropriate, either directly or through its users, appropriate control of health and safety.
- Consult as appropriate with users on matters affecting health and safety.
- Provide and maintain a safe means of entering and leaving the premises, including emergency procedures for use when and if needed.
- Maintain any equipment it provides for use by other in a safe condition; and
- Provide in form of an information sheet relevant health and safety information for users to maintain a high level of health and safety with the Village Hall.

4. RISK ASSESSMENT

Dummer Village Hall will ensure that it regularly identifies, assesses and records risks; and where applicable, will ensure that appropriate action is taken to reduce or overcome those risks.

5. REVIEW OF POLICY

Dummer Village Hall agrees to annually review and if necessary, update this policy; and where changes are made update users.

6. INFORMATION AND CONSULTATION

Dummer Village Hall will endeavour to ensure that everyone who uses the Premises (users) is directed to relevant Health and Safety information stored in the red folder containing Fire Policy and Health and Safety requirements.

The Committee of Dummer Village Hall and Trustees have overall responsibility for Health and Safety.

Signed:

Position:

Date:

