BROUGHTON PLAYING FIELDS & VILLAGE HALL ASSOCIATION

**HEALTH AND SAFETY POLICY**

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| **This is the statement of general policy and arrangements for** | Broughton Village Hall |
| **Overall and final responsibility for health and safety is that of** | Broughton Playing Fields & Village Hall Association |
| **Day-to-day responsibility for ensuring the policy is put into practice is delegated to** | BPF&VHA Health & Safety Sub-Committee |

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| **Statement of general policy** | **Responsibility of** | **Action/Arrangements** |
| To prevent accidents and provide appropriate facilities to help mitigate the health & safety risks taken by users when hiring the premises | Health & Safety Sub-Committee | Agenda item at monthly Committee meeting and minimum 6 monthly checks by H&S sub-committee |
| To provide advice and information to volunteers to enable them to safely carry out their duties | Health & Safety Sub-Committee | Agenda item at monthly Committee meeting and minimum 6 monthly checks by H&S sub-committee |
| To inform hirers of their responsibility to manage the risks to their own health and safety and that of others in their charge, in relation to the activity they are undertaking  | Health & Safety Sub-Committee | Agenda item at monthly Committee meeting and minimum 6 monthly checks by H&S sub-committee |
| To engage with user groups on day-to-day health and safety conditions, requesting feedback on premises and equipment issues for which the Association is responsible  | Health & Safety Sub-Committee | Agenda item at monthly Committee meeting and minimum 6 monthly checks by H&S sub-committee |
| To implement emergency procedures – evacuation in case of fire or other significant incident | Health & Safety Sub-Committee | Agenda item at monthly Committee meeting and minimum 6 monthly checks by H&S sub-committee |
| To maintain safe and healthy conditions, provide and maintain equipment and ensure safe storage/use of substances | Health & Safety Sub-Committee | Agenda item at monthly Committee meeting and minimum 6 monthly checks by H&S sub-committee |

**Signed: Clive Gresham BPF & VHA Chairperson Date: 10th February 2022**

**Subject to review, monitoring & revision annually by:** BPF & VHA Health & Safety Sub-Committee