

## Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Rattlesden Community Council

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Our policy is to:

- a) Provide healthy and safe working conditions, equipment and methods of work for our volunteers, committee members and hirers
- b) Keep the Pavilion, its premises and playground and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to volunteers and users.

It is the intention of Rattlesden Community Council to comply with all health and safety legislation enacted in England & Wales and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Rattlesden Community Council considers that the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Community Council 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 methods of work. To this end, it will seek to encourage committee members and users to engage in the establishment and observance of safe working practice. Hirers and users will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all 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 or others.

Signed: \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

## Part 2: Organisation of Health and Safety

The Rattlesden Community Council has overall responsibility for health and safety at Rattlesden Pavilion

The person (s) delegated by the Community Council to have responsibility for the implementation of this policy is/are:

Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

It is the duty of all, hirers and users to take care of themselves and others who may be

affected by their activities and to co-operate with the Community Council in keeping the premises safe and non injurious to health , including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, or the Bookings Secretary, as soon as possible so that the problem can be

dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

The following persons have responsibility for specific items:

First Aid box \_\_\_\_\_

Reporting of accidents \_\_\_\_\_

Fire precautions and checks \_\_\_\_\_

Risk assessment and inspections \_\_\_\_\_

Information to contractors \_\_\_\_\_

Information to hirers \_\_\_\_\_

Insurance \_\_\_\_\_

A plan of the hall is attached showing the location of electricity cables, fire exits, fire extinguishers, fuse box, and stop cock,

Policy approved by Rattlesden Community Council on -----  
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Policy to be reviewed on-----  
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