

## **West Down Parish Hall Management Committee**

### **Health and Safety Policy (No. 023/November 2024)**

Health and Safety places duties on all users to take reasonable care to ensure that they do not endanger themselves or anyone else who may be affected by their activities.

Health and Safety also places a duty on everyone not to misuse anything provided in the interests of Health and Safety at work.

Health and Safety is everyone's responsibility. All users have a duty of care to themselves and to others.

In the event of discovering an accident, hazard or potential hazard it should be reported to the Chairman of the Management Committee.

The following action should be taken:

1. Report the hazard or accident.
2. If users are in danger isolate the hazard or vacate the premises immediately.
3. Give assistance and call an ambulance if required.
4. Ensure all users are made aware of the hazard or accident, cordon off the area or item to prevent access or usage.
5. Record all accidents or near misses in the Accident Book.

Any organisation or group using the premises, West Down Parish Hall, West Down, Ilfracombe, Devon are responsible for making sure that their members are aware of the evacuation and accident procedures.

All defects must be notified to the Management Committee Chairman Immediately.

Chemicals stored on the premises shall be kept locked in the cleaners cupboard in the Storeroom.

#### **Services:**

1. Gas – meter is located on outside wall of Storeroom.
2. Electric – meters are located in the Storeroom.
3. Water – meter is located in the road outside the Hall. It is positioned on the roadside of the hedge which forms part of the boundary with the houses in South View. (Leave the Hall car park and turn left then left again very soon at the road junction. Continue along this road until you almost reach the first house in South View. The meter is next to a telegraph pole in the road.)  
PLEASE NOTE: There is also a stop cock to the North side under the stage

### First Aid

The First Aid box is located in the kitchen.

### Fire Routine (Summary)

In the event of a fire being discovered the following routine is to be instigated:

1. The premises are to be evacuated and all areas to be checked **if it is safe to do so.**
2. The Fire Brigade are to be called.

The assembly point is the Car Park.

Fire extinguishers are located at various sites in the building. All users are to make themselves aware of the location and operating instructions.

In addition to the Main hall doors Fire Exits are located on the Stage, in the Kitchen, Room 2000 and the Storage room.

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All members of West Down Parish Hall Management Committee are to make themselves aware of all information contained in this policy. All members are to receive a copy of this information.

This Policy is to be reviewed and agreed by the committee annually at the AGM together with a "Risk Assessment Review".

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**Policy and Risk Assessment Review carried out November 2024**