| **Statement of general policy** | **Responsibility of** | **Action / Arrangements** |
| --- | --- | --- |
| To prevent accidents and cases of activity-related ill health and provide adequate control of health and safety risks arising from hall activities | Bishop Sutton Village Hall Management Committee | See Safe systems of work |
| To provide adequate training to ensure committee members, employees and volunteers are competent to do their work | Bishop Sutton Village Hall Management Committee | Ongoing |
| To engage and consult with hall hirers on health and safety conditions and provide advice and supervision | Bishop Sutton Village Hall Management Committee | AGM |
| To implement emergency procedures - evacuation in case of fire or other significant incident | Bishop Sutton Village Hall Management Committee  | Complete |

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| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/use of substances | Bishop Sutton Village Hall Management Committee  | Ongoing |

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| --- | --- | --- | --- |
| **Signed:**  |  | **Date:** | 15th April 2024 |
| **Subject to review, monitoring and revision by:** | **Bishop Sutton Village Hall Management Committee**  | **Every:** | **12** | **months or sooner if work activity changes** |