

General Statement of Policy

This document is the Health and Safety Policy of Pytchley Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members and hirers
- b) Keep the village hall 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 Pytchley Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Pytchley Village Hall Management Committee considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The management committee 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 systems of work. To this end, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors 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: (On behalf of the Management Committee)



Name: Andy Wykes

Position: Treasurer

Date: 26/8/25

Part 2: Organisation of Health and Safety

The Pytchley Village Hall Management Committee has overall responsibility for health and safety at Pytchley Village Hall.

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

Name: Andy Wykes

Telephone No: 07858 399808

Address: Pytchley Village Hall, Church Road, Pytchley. NN141EL

Name:

Telephone No:

Address:

It is the duty of all hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, 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 and it should be placed in the...Lobby.....

The following persons have responsibility for specific items:

First Aid Box: ...Jackie Macredie.....

Reporting of Accidents:Management Committee.....

Fire precaution and checks:Management Committee...

Risk Assessment and Inspections: ...Management Committee.

Information to contractors: ...Andy Wykes.....

Information to hirers:Andy Wykes.....

Insurance:Andy Wykes.....