



Statement of General Health and Safety Policy for Townley Memorial Hall Ltd

Overall and final responsibility for health and safety is that of: **Townley Memorial Hall Ltd Operations Group (Ops Group)**

Day to day responsibility for ensuring this policy is implemented is delegated to: **Ops Group Chairperson**

Statement of General Policy	Responsibility of:	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Ops Group	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk and risk assessments reviewed annually or earlier if circumstances or conditions materially change
To provide adequate training/induction to ensure employees are competent to go about their work.	Ops Group	Staff, trades people and sub-contractors given Health & Safety Induction and where relevant provided with training/information (including working at height, electrical and asbestos awareness etc) together with Personal Protective Equipment where appropriate. To communicate emergency procedures/means of escape in the event of fire or other significant incident.
To regularly engage and consult with employees on day-to-day health and safety matters and provide advice and supervision on occupational health	Ops Group	Staff routinely consulted on health and safety issues as they arise and formally consulted during process of annual risk review or sooner if required
To communicate (especially to visitors/users) emergency procedures – means of escape in case of fire or other significant incident requiring evacuation of premises	Ops Group	Escape routes well signed and kept clear at all times. Evacuation plans vetted regularly and updated as necessary. Emergency procedures/requirements clearly set out in 'Hall Lettings Agreement', User Group/Club/Member Instructions, and 'Host Notes' etc. Such procedures reviewed annually or earlier if circumstances or conditions materially change
To maintain safe and healthy working conditions for staff and visitors; to provide and maintain plant, equipment; to provide and maintain reasonable fire detection/alarm and fighting equipment and to ensure safe control, storage, and use of substances	Ops Group	Toilets, washing facilities and drinking water provided. Systems in place for routine inspection, testing and maintenance of equipment and machinery and for ensuring prompt action is undertaken to address/rectify defects and/or hazards. Relevant safety signage and or instruction clearly displayed as may reasonably be required.

Health & Safety poster/information is displayed:	Main foyer.
First Aid Box(es) and accident book are located: Relevant accidents and ill health 'at work' are reported under RIDDOR	Townley Memorial Hall Kitchen and in the Sports Hall.
Signed by the Chairperson of Townley Memorial Hall Ltd:	Date:
Subject to review, monitoring, and revision by the Ops Group	Every 12 months or sooner if circumstances or conditions materially change