Health & Safety Policy

The Yarcombe Jubilee Hall

The Yarcombe Jubilee Hall Management Committee intentions are 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 hall activities and operations.

The Yarcombe Jubilee Hall Management Committee aims to

* provide safe and healthy working conditions, equipment and systems for all those who enter the hall and its surroundings including hirers, attendees and contractors.
* keep the hall and equipment in safe conditions for all users by complying with statutory checks.
* provide information as is necessary to hirers, volunteers and Hall Committee members.

The Yarcombe Jubilee Hall Management Committee considers the promotion of the health and safety of all those attending the premises to be of great importance and recognises that the effective prevention of accidents depends as much on a committed attitude to safety as on the operation and maintenance of equipment and safe systems of work.

Regular health and safety assessments of the premises are completed by the hall officers on behalf of The Yarcombe Jubilee Hall Management Committee. There are safety notices in the hall which must be obeyed at all times.

Hirers, attendees and contractors are expected to recognise that there is a duty to take care of themselves and others who may be affected by their activities and to cooperate with The Yarcombe Jubilee Hall Management Committee in keeping the premises, including the surroundings, safe and healthy. The Management Committee requires that hirers, attendees and contractors engage in the establishment and observation of safe working practices and comply with all health and safety legislation.

Should anyone notice a fault, damage or anything which might cause injury and which cannot be rectified immediately, contact a hall officer by phone. Where equipment is damaged a notice should be placed on it warning that it is not to be used and its location advised to a Hall officer by phone or Email: [contact@yarcombehall.co.uk](mailto:contact@yarcombehall.co.uk) .

An accident book is in the entrance foyer along with the Hall Information Folder.

The following persons have been designated specific responsibilities-

First Aid Box: Chairperson

Fire Equipment Checks: Secretary

Risk Assessments: Hall Officers

Reporting of Accidents: Hall Officers

Insurance: Secretary & Hall Officers

Information to Hirers: Booking Clerk

Information to Contractors: Hall Officers

COSHH (storage & use of hazardous substances): Hall Officers

A plan of the hall is displayed in the hall showing the location of fuse boxes, fire exits, fire-fighting equipment, water stopcocks and heating controls.

Health and Safety records will be kept for 5 years.

Yarcombe Jubilee Hall, Yarcombe, Honiton, Devon, EX14 9AA

Charity Number: 301024

May 2025

Reviewed at least Annually

Next annual review May 2026