

OVING JUBILEE HALL
HIGH STREET OVING
CHICHESTER PO20 2DQ
Registered Charity No 1077213

Oving Jubilee Hall – Health and Safety Policy

Part 1: **Statement of Intent**

Our Health and Safety Policy aims to:

- ensure a healthy and safe environment for all hirers/users of the Hall;
- prevent accidents and cases of work-related ill health;
- provide clear instructions to hirers/users on emergency procedures in case of fire or other significant incident (see Hiring Terms & Conditions);
- manage health and safety risks in the Hall;
- provide clear information to ensure employees are competent to do their work;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances.

Part 2: **Responsibilities for Health and Safety**

Overall and final responsibility for health and safety:
Oving Jubilee Hall Management Committee Chair

Day to day responsibility for ensuring policy is put into practice:
The Caretakers

To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:

The Caretakers – briefings to users on emergency procedures, maintaining a safe and healthy environment, maintenance of equipment

The Management Committee – ensuring equipment checks are carried out, policies updated and information kept up to date

Review and revise this policy annually at Management Committee meetings.

All hirers/users and employees should:

read the information in the Hiring Agreement Terms and Conditions about safe use of the Hall
take reasonable care of their own and other's health and safety
report any health and safety concerns to the caretakers

Part 3: **Arrangements for Health and Safety**

- Risk Assessment

OJH Management Committee will complete relevant risk assessments, take action where appropriate and review risk assessments when working condition change.

- Training

OJH Management Committee will ensure all users have the information necessary to use the Hall in a safe and healthy way.

OJH Management Committee will ensure contractors are briefed by the caretakers on health and safety issues related to the work undertaken and expect all contractors to have the appropriate training for the work undertaken.

- Evacuation

OJH Management Committee will ensure all escape routes are well signed and kept clear at all times.

OJH Management Committee will ensure that all smoke and fire alarms are in working order and regularly serviced.

Signed:	Anne-Marie Eastwood	Date: 24th July 2024
Print Name:	Anne-Marie Eastwood	Review: 24th July 2025