

Lloyd Hall, Outwood, Surrey

Health and Safety Policy

1. General Statement of Policy

Our policy is to:

- Provide and maintain safe and healthy conditions, equipment, and systems of work for all users, visitors, and any staff.
- Ensure the Lloyd hall and its equipment are safe and in good working order.
- Provide necessary information, instruction, and supervision to ensure the health and safety of all users.

2. Responsibilities

- **Management Committee:** The committee has overall responsibility for health and safety at the Lloyd hall and ensures the implementation of this policy.
- **Hirers and Users:** All hirers and users must take reasonable care of their own health and safety and that of others who may be affected by their actions.

3. Risk Assessments

- Regular risk assessments will be conducted to identify potential hazards and implement measures to mitigate risks.
- Risk assessments will cover all areas of the hall, including access points, equipment, and activities.

4. Fire Safety

- Fire risk assessments will be carried out regularly.
- Fire exits will be clearly marked and kept free of obstructions.
- Fire extinguishers and alarms will be maintained and tested regularly.

5. First Aid

- A fully stocked first aid kit will be available at all times.
- The location of the first aid kit will be clearly marked.
- Accidents and incidents will be recorded in an accident book and reported to the management committee.

6. Maintenance and Housekeeping

- The hall will be kept clean and tidy to prevent slips, trips, and falls.
- Regular maintenance checks will be conducted on all equipment and facilities.
- Any faults or damages will be reported immediately to the Chair and addressed promptly.

7. Training and Information

- All users will be provided with relevant health and safety information.
- Training will be provided to staff and volunteers as necessary.

8. Review and Monitoring

- This policy will be reviewed annually and updated as necessary.
- Regular monitoring (quarterly via the Management Committee) will be conducted to ensure compliance with health and safety regulations.

Signed: Richard Pollard

Chairperson of the Management Committee

Date: November 26th 2024