

**Health and Safety Policy for Pathhead District Community Association  
and Pathhead Sports and Social Club  
General Statement of Policy**

**Issued January 2008  
Reviewed February 2009,2010**

This document is the Health and Safety Policy of **The Pathhead and District Community Association** and the **Pathhead Sports and Social Club**. It refers to use of the Pathhead Community Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), 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 for staff, volunteers and users.

It is the intention of the Pathhead District Community Association 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.

Pathhead and District Community Association 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: Neil Heydon-Dumbleton  
Position: Committee Member  
Date: February 2010

Although continuing efforts are made to improve facilities, the Management Committee recognises that in a few places standards can fall below that which we aim for as part of the Health and Safety policy. In particular ongoing vandalism can result in safety issues that cannot always be addressed immediately. In light of these issues therefore all users must:

- take particular care before commencing activities;
- must assess whether the hall facilities are safe for their activity;
- must review the Health & Safety policy & abide by the Safety Rules;
- report any issues or concerns to the committee'

## Organisation of Health and Safety

The Management Committee of the **Pathhead District Community Association** has overall responsibility for health and safety at **Pathhead Community Hall**.

The management committee are:

Bill Barron	01875 320305	Neil Dumbleton	01875 320564
Fiona Corsar	01875 833376	James Thomson	01875 321077
Colin Stone	01875 320031		

It is the duty of all employees, 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 Neil Dumbleton 01875 320 564, the Bookings Secretary, or a member of the Sports and Social committee Staff as soon as possible so that the problem can be dealt with. Where equipment is damaged or fabric of the building is damaged a notice should be placed on it warning that it is not to be used, or it is a danger to users and details recorded in the damages form

## Safety Rules

The following practices **must** be followed in order to minimise risks:

- **Make sure that** all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc
- **Do not** work on steps, ladders until they are properly secured & **another person is present**
- **Do not** leave portable electrical or gas appliances operating while unattended
- **Do not** allow flexes or cables to be stretched across floors so they become a tripping hazard
- **Do not** use any portable electrical appliances that have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulky items and **do not** stack more than five chairs.
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **Do not** allow children in the kitchen or near portable heaters, kettles etc
- **Wear** suitable protective clothing when handling cleaning or other toxic materials

**Be aware and seek to avoid the following risks:**

- Creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- Creating tripping hazards such as buggies, umbrellas, mops and other items left out
- Use adequate lighting to avoid tripping in poorly lit areas

Please take special care if you are working alone in the hall or setting up for an event by yourself. Please ensure that someone knows you are here and when you expect to finish. Please take special care letting people you do not know into the hall. **The committee have provided a number of leaflets to provide advice and guidance on working in the hall.**

**Please refer to our food hygiene advice if using the kitchen**