

# Old St. Mellons Community Council Health and Safety Policy

| <b>This is the statement of general policy and arrangements for: Old St Mellons Village Hall</b>   |  |  |
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| <b>Cllr Rosemary James MBE has overall and final responsibility for Health and Safety</b>  |  |  |
| <b>Neried Evelyn-Gauci, Clerk has day-to-day responsibility for ensuring this policy is put into practice</b>                                |  |  |
| <b>Statement of general policy</b>   | <b>Responsibility of:</b>              | <b>Action/Arrangements (What are you going to do?)</b>                   |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.                             | <b>Cllr Derek Stroud, Fire Officer</b> | Carry out annual risk assessments in the workplace                       |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.                       | <b>Cllr Derek Stroud, Fire Officer</b> | To carry out training to all new employees prior to commencement of work |
| Engage and consult with employees on day-to-day health and safety conditions.  | <b>Cllr Derek Stroud, Fire Officer</b> | To be informed immediately of any H&S issues                             |
| Implement emergency procedures – evacuation in case of fire or other significant incident.   | <b>Cllr Derek Stroud, Fire Officer</b> | To make aware to all hirers the fire exists                              |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | <b>Cllr Derek Stroud, Fire Officer</b> | To arrange for any repair to be promptly carried out                     |

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|---------|--|-------|---------------|
| Signed: |  | Date: | February 2022 |
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This Health and Safety Policy should be reviewed if it may no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities).

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| Health and safety law poster is displayed at: | Main hall notice board                   |
| First-aid box is located:                     | Office                                   |
| The Accident book is located:                 | Kitchen, in the top cupboard by the door |