

## LLANSANNOR COMMUNITY HALL ASSOCIATION

### HEALTH AND SAFETY POLICY

- Llansannor Community Hall Association [LCHA] is a Registered Charity (Reg. No 1112822) established by Constitution with the aim:
  - (i) to promote the benefit of the inhabitants of Llansannor and the neighborhood without distinction of sex, sexual orientation, race or political, religious or other opinions, by associating together the said inhabitants to provide facilities and opportunities for communal events and activities having in view the social, recreational, educational, political, cultural and/or spiritual wellbeing of the said inhabitants;
  - (ii) to establish, or secure the establishment of, a Community Hall (hereinafter called “the Hall” or LCH) and to maintain and manage the same in furtherance of these aims;
  - (iii) to promote such other charitable purposes in furtherance of the aims as may from time to time be determined.
- The management of the hall is vested in the executive committee of the Llansannor Community Hall Association (the ‘LCHA Committee’) whose powers and composition are defined in the Constitution, and under which the LCHA Committee is empowered to make, withdraw or amend the LCHA rules.
- The aim of the LCHA Committee is to provide a safe working environment for all our users, hirers, volunteer’s, employees if any, contractors and others who may be affected by our activities. And to keep the LCH and its equipment in a safe condition for all users. Compliance with legislation is the minimum acceptable standard and we are committed to achieving the highest levels of health and safety performance through continual, cost effective improvement.
- Health and safety is an integral part of our activities and has equal status to other aspects of the Committees performance. Appropriate financial and physical resources will therefore be provided to implement this policy.
- We recognise that successful health and safety management can only be achieved with the support and commitment of all people involved with the LCH. All users, volunteers and others involved with the use and operation of the hall will be actively encouraged to take ownership of health and safety and empowered through information and training as necessary, to assist in its implementation.
- Compliance with this policy is a condition of using and working at the hall.
- We will ensure that this policy is implemented and maintained at all levels throughout the organisation. All users and hirers will be required to give a written undertaken to abide by our Health and Safety requirements.

- Responsibilities for health and safety are defined in our Health and Safety Management Guide.
- The day to day management of Health and Safety during an event is a responsibility of each Users/Hirer, under the direction of the Booking Officer and Volunteers under the direction of the Organising LCHA Committee Member, but overall responsibility rests with the LCHA Executive Committee.
- To facilitate continuous improvements in Health and Safety standards, periodic, General and applicable specific , Risk Assessments will be undertaken at intervals of no more than 3 years or in the event of any significant change in use or management of the hall.
- Policies addressing Health and Safety issues and risk assessments will be prepared for specific key areas including:
  - Users and hirers
  - Fire prevention and evacuation
  - Electrical Safety
  - Water quality
  - Contractors working on Site
  - Volunteers working on site
  - Environmental protection
- To assist with the implementation of our health and safety management system external advice will be obtained where necessary.
- To ensure the continued adequacy and effectiveness of this policy and associated documents, periodic auditing, risk assessment and a review of our Health and Safety Management Guide will be undertaken by or on behalf of, the LCHA Committee at intervals of no more than 3 years or in the event of any significant change in use or management of the hall.