



18 High Street
Halberton
Tiverton
Devon
EX167AF

HALBERTON VILLAGE HALL

Charities Number: 300845

ORGANISATION OF HEALTH & SAFETY

Halberton Village Hall Trustees feel it is the duty of all hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees in keeping the premises, including the grounds, safe and healthy. Should any contractor, hirer or visitor notice a fault, or anything which might cause injury, and which cannot be rectified at the time, should inform the Hirer of the Hall at the time, who under clause (d) of the Conditions of Hire, is responsible for reporting such incident to the Management Committee authorised representative(s). Where equipment is damaged a notice should be placed on it warning that it is not to be used and its location advised to those named below. The following persons have been designated specific responsibilities.

First Aid Box: Debbie Affleck

Reporting of Accidents: Secretary

Fire Precautions & checks: Chairman

Risk Assessment Inspections: Hallmark Sub-Committee

Information to Hirers: Treasurer / Bookings Secretary

Insurance: Chairman / Treasurer

Training in use of equipment, hazardous substances: Secretary

A Plan of the Hall is displayed on the Notice Board in the entrance foyer showing locations of fuse boxes, gas meter, fire exits and extinguishers, stop cock and heating controls.

Halberton Village Hall Trustees have discussed and agreed the above policy.