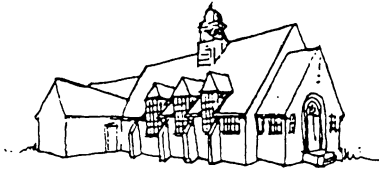


# EDITH BANKES MEMORIAL HALL

HIGH STREET, NORTHOP  
REGISTERED CHARITY NO. 217747



## Health and Safety policy

Author Robert Mackey, Chairman of trustees

Updated November 2023

Update due September 2025

### **PURPOSE OF POLICY/PROCEDURE**

The trustees of Edith Bankes Memorial Hall (formerly known as the committee) recognise that under relevant Health and Safety legislation, it has a legal duty to ensure the health and safety and welfare of all its employees, users and others who may be affected by its undertakings, so far as is reasonably practical.

The Trustees of the hall are committed, wherever reasonably possible to ensure continuous improvements in all aspects of health, safety and welfare.

### **POLICY**

The policy of the trustees of the Edith Bankes Memorial Hall will be to:

- Comply with all statutory demands and standards in the maintenance of a safe and healthy place of work in which approved, safe systems of work are identified, assessed and correctly employed.
- Ensure individual staff, volunteers and user groups are aware of their respective health and safety responsibilities and are suitably trained and supported to carry out those duties effectively.
- Provide, as necessary, safe access and egress to the hall and its grounds, together with suitable and adequate welfare facilities for all employees and user groups.
- Establish and maintain emergency procedures for the safe evacuation of the premises, ensuring that they are sufficient and well known.
- Provide information and instruction to allow employees, volunteers and users to undertake their activities in a safe fashion.
- Ensure the trustee structure and other processes allow and encourage full and effective consultation on all aspects of health, safety and welfare.
- Monitor and measure health and safety standards to confirm legal standards are met and wherever possible seek to improve on those standards.
- Ensure accurate records and other health and safety related documents are maintained and regularly reviewed to verify their content and confirm their current relevance.
- Encourage all staff, volunteers and hall users to participate in the promotion of health and safety and assist in the development of a positive, pro-active attitude.

The trustees of Edith Bankes Memorial Hall will liaise with staff, volunteers, user groups and specialists regarding health, safety and welfare matters. They believe that health and safety together with the well-being of staff, volunteers and users is of paramount importance to the organisation and insists on the highest standards being maintained. The trustees, with these obligations and aims in mind, will approve and allocate resources accordingly.

### **RESPONSIBILITY**

Responsibility for health and safety within the hall remains with: -

- The chairman and trustees
- Employees
- Volunteers
- User groups or hirers

## **POLICY/PURPOSE OF PROCEDURE**

The trustees of Edith Bankes Memorial Hall recognise that consultation with staff, volunteers, users and all others who may be affected by its undertakings is not only a legal requirement but is an essential aspect of the management of health and safety.

### **5.0 ROLE OF THE TRUSTEES**

The trustees at their scheduled meetings will include items to: -

1. Monitor the implementation of the health and safety policy.
2. Identify concerns associated with health and safety matters and agree actions to address or resolve these matters.
3. Discuss matters affecting the standard of health and safety issues in order to secure continuous improvements.
4. Conduct Health and Safety audits and instigate inspections as required.
5. Ensure that appropriate advice and information on Health and Safety is disseminated.

Issues of immediate concern that arise between the scheduled meetings will be addressed by the chairman, secretary or other trustees and if appropriate will be communicated directly with the other trustees.