



## **Health & Safety Policy General**

1. The Seagrove Pavilion Trust is committed to providing a safe workplace for its users and a healthy environment for them to undertake recreational activity in.
2. Users must also recognise that they each have responsibility for achieving healthy and safe working conditions for them and their fellow staff.
3. Health and Safety consequences will be considered in all business/management decisions and must be borne in mind by users as they go about their activity.
4. Users must be conscious of the health and safety implications of their actions and/or omissions and take reasonable care for the health and safety of themselves and others.
5. Users must co-operate with the Seagrove Pavilion Trust to enable a duty or requirement imposed under health and safety legislation to be affirmed or complied with.
6. Users must use all equipment in accordance with their training and operating instructions, and must inform their leader, if they become aware of any danger or shortcoming in protection arrangements for health and safety. Users must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.
7. The Trust will nominate a trustee as Principal Health and Safety Officer and the User Group as the monitoring body of all aspects of Health & Safety.
8. Hirers are issued with a copy of this policy for compliance as in the conditions of hire.

### **Accidents and First-Aid**

9. Any accident at work involving personal injury should be reported to the Principal Health and Safety Officer so that details can be recorded. First-Aid facilities are available in accordance with the notice displayed on the notice board.

### **Fire Precautions**

10. Fire emergency evacuation plan which includes action to be taken by staff and relevant persons should be displayed, read and familiarised in the event of fire and arrangements for calling fire brigade.

### **Manual Handling**

11. Any trustee or user seeking to move heavy items into or around the Pavilion, must have undertaken a risk-assessment and provided a copy to the Principal Health and Safety Officer.

The Principal Health and Safety Officer will ensure that this policy is reviewed on an annual basis.

Policy reviewed by..... on.....