

Health & Safety Policy

General

1. The Seagrove Pavilion Trust is committed to providing a safe place for its employees, users and a healthy environment for them to operate in.
2. Employees and users must also recognise that they each have responsibility for achieving healthy and safe working conditions for them and their fellow users.
3. Health and Safety consequences will be considered in all business/management decisions and must be borne in mind by employees and users as they go about their activities.
4. Employees and 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. Employees and 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. Employees and users must use all equipment in accordance with their training and operating instructions, and must inform their leader and or Caretaker if they become aware of any danger or shortcoming in protection arrangements for health and safety. Employees and users must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.
7. The Trust has nominated the **Company Secretary** as the Principal Health and Safety Officer and the **User Group** as the monitoring body of all aspects of Health & Safety **including its annual review.**
8. Only persons authorised by User Group Leaders are allowed to enter the loft. The ladder must have both safety catches secured before alighting.
9. No child allowed to enter the kitchen unless accompanied by an adult.
10. Chairs must only be stacked 7 high in changing room.
11. Persons using the showers must dry off prior to leaving the shower area.
12. **Hirers are issued with a copy of this policy for compliance as in the conditions of hire.**

Accidents and First-Aid

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

Fire Precautions

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

PTO

Reviewed
January 2018 V4 RH
To review annually



Employees involved in Manual Handling

15. Regulations impose new requirements on employers and employees with regard employees involved in manual handling. Further information about these can be obtained from the Principal Health and Safety Officer.

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

Reviewed
January 2018 V4 RH
To review annually