



BROAD TOWN

SOCIAL CLUB

HEALTH & SAFETY

General statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy conditions and equipment for all users of the Club.

Individuals and Organisations hiring the bar will be advised in the hiring agreement that they are responsible for completing any risk assessments to ensure complete safety as far as possible to all members of their group.

Overall responsibility for health and safety is that of the Chairman who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to suitable members of the Club committee. As new events are booked, the names of responsible persons will be notified and the list amended accordingly.

The responsibility of the health and safety officer shall be to:-

1. be familiar with health and safety regulations as far as they concern the hall
2. be familiar with the health and safety policy and arrangements and ensure they are observed
3. ensure as far as is reasonably practicable that the premises and equipment are safe
4. ensure the bar area is clean and tidy
5. ensure health and safety matters are kept constantly under review
6. ensure an item on health and safety will be on the agenda for meetings at least twice a year
7. ensure fire regulation policy is followed

Signed
(Chairman)

Date

Signed
(Secretary / Vice Chairman)

Date

Delegated responsibilities:.

Item:-

Name

Item:-

Name

Item:-

Name