

Llangunllo Community Hall

Health and Safety Policy

Statement of intent

The policy of the Llangunllo Community Hall (LCH) is to provide and maintain a safe and healthy environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

Overall and final responsibility for health and safety at all events and activities organised by the LCH lies with the management committee. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.

For all events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

General arrangements

- The main activity of the LCH is to organise social activities and fundraising events. A risk assessment will be carried out before every one off event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; volunteers and attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
- LCH will make sure all volunteers and staff at events and activities are aware of the location of fire exits.
- LCH will ensure all volunteers and staff will be made aware of the precautions they need to take as noted on any relevant risk assessments.
- No trustee, committee member or volunteer will run an event or activity on their own, and at least two volunteers or employees should stay at an event until it is finished and the last attendees have left.

- LCH is also used for regular events by hirers using the hall and equipment each week or month. In this case LCH will carry out a general risk assessment for the event, activity, equipment and venue. All general risk assessments will be reviewed at least once a year.
- LCH will hold Public Liability Insurance and the certificate of insurance will be displayed on the noticeboard at the rear of the main hall.
- A Health and Safety Law poster will be displayed on the noticeboard at the rear of the main hall.
- The First Aid Box is located on the mantel shelf in the kitchen. Contents will be checked on a regular basis.
- The Accident book is located in the kitchen.

Document version control

Version No.	Review Changes	Author or owner	Date
1.0	New version	Lynn Clark	13/03/2024
2.0	Removed reference to a trained first aider Updated location of first aid box & accident book	Lynn Clark	09/06/2025