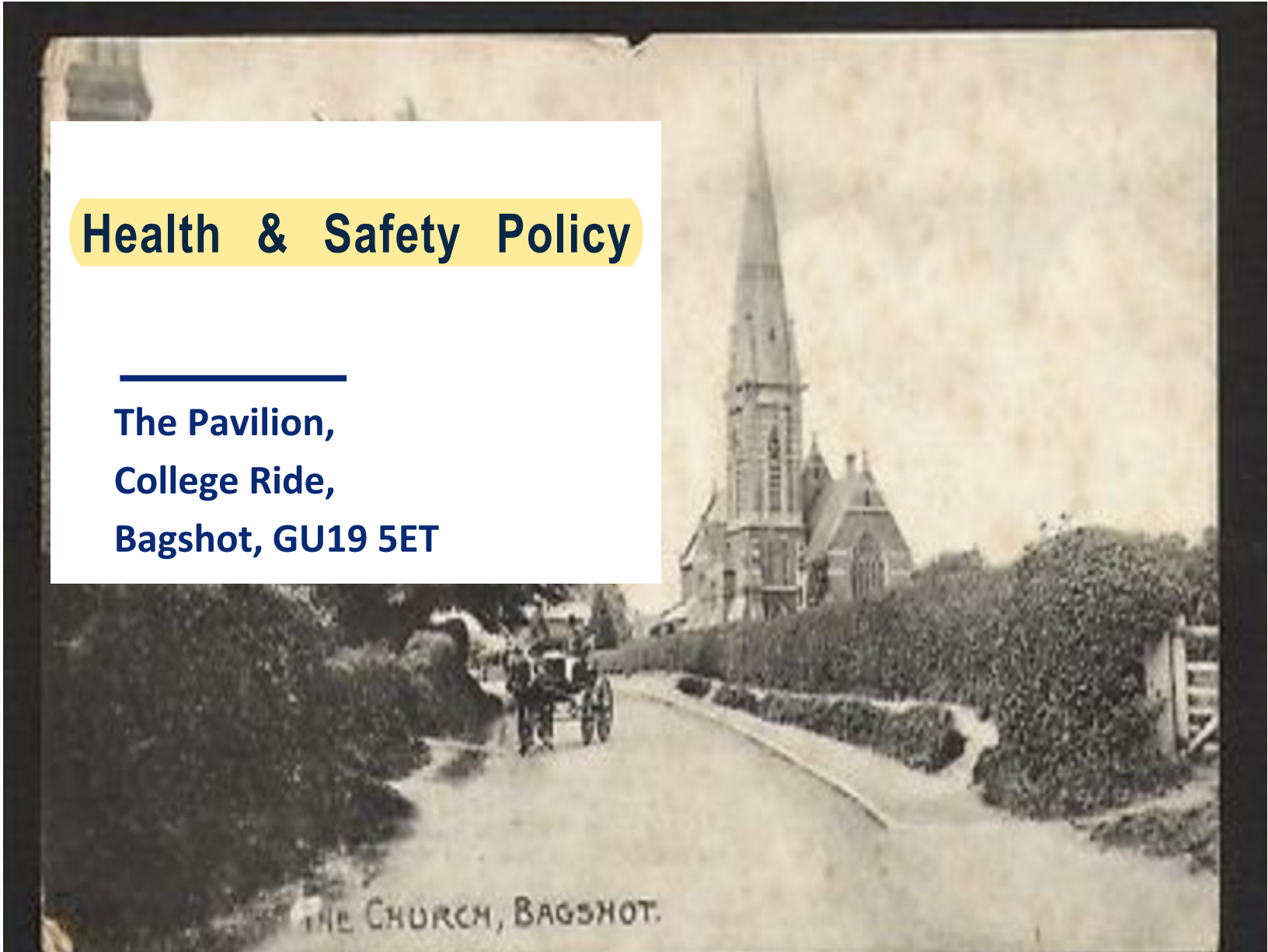


# Health & Safety Policy

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**The Pavilion,  
College Ride,  
Bagshot, GU19 5ET**



THE CHURCH, BAGSHOT.

**JUNE 2021**

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**Authored by: David Nimmo**

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The policy of the BPFCA Committee is to take reasonably practicable measures in relation to the management of the Pavilion to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- 1) provide healthy and safe working conditions, equipment and systems for our Committee Members and Hirers;
- 2) keep the Pavilion and equipment in a safe condition for all users;
- 3) provide all necessary support and information to Pavilion users, hirers and outside contractors.

### **The BPFCA Committee are responsible for:**

- a) ensuring that all Committee Members, Hirers, Contractors and Users of the Pavilion are aware of the Health and Safety Policy;
- b) ensuring that the Health and Safety Policy is fully implemented;
- c) monitoring compliance with Health and Safety guidelines;
- d) regularly assessing and reviewing risks and recording such risks;
- e) keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- f) taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- g) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- h) making such representations to Committee Members, Hirers, Contractors and Users of the Pavilion, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- i) cooperating with Hirers, Contractors and Users of the Pavilion in pursuance of Health and Safety requirements.

# Risk Assessment for the Pavilion.

## Setting the scene:

The BPFA Committee decided to perform a regular risk assessment of the Pavilion to control the risks to people who used the hall and were involved in its maintenance and upkeep. The management committee do not have a legal requirement to record the findings of this risk assessment as less than five people work at the hall.

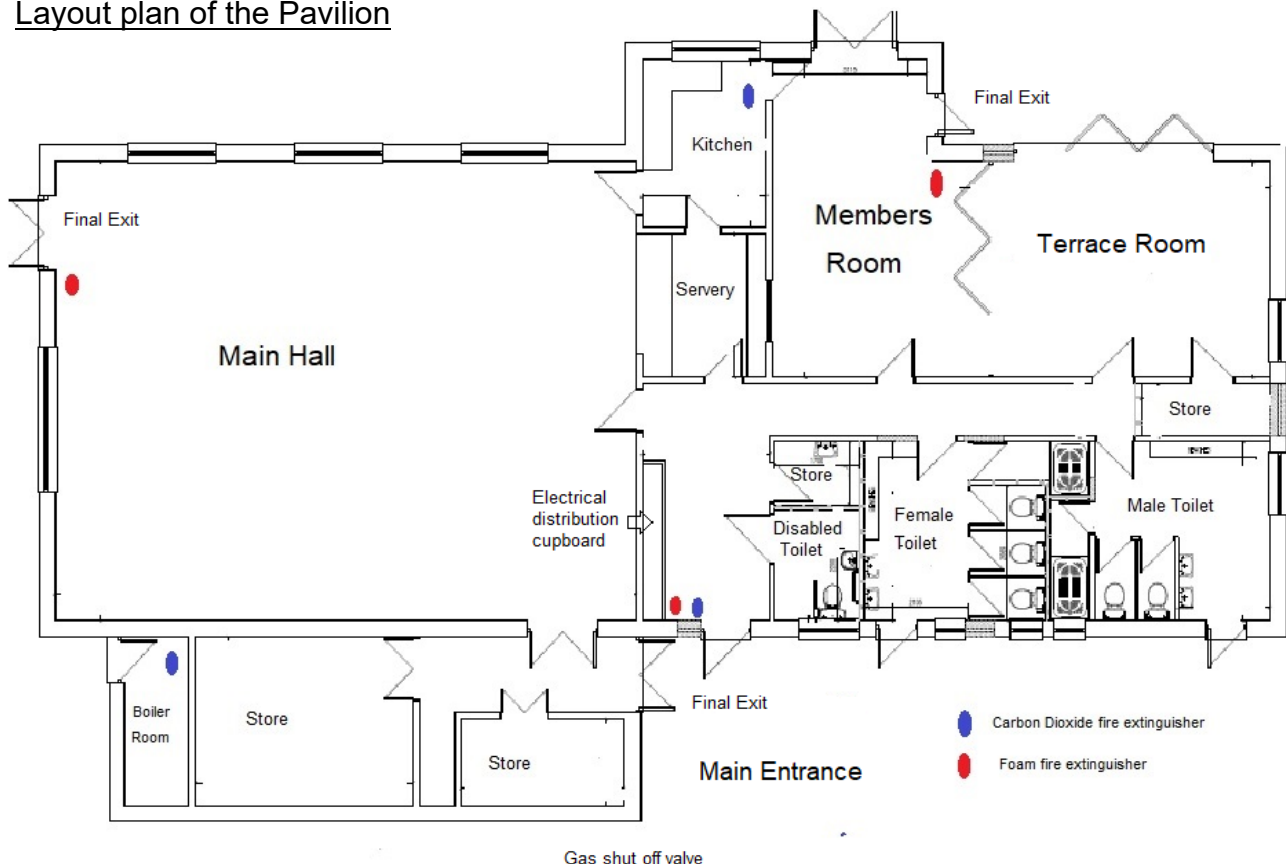
Much of the repair and maintenance work at the hall is done by self-employed workers, who have responsibility for their own health and safety.

However, the BPFA Committee decided that there were sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they were brought to the attention of those working or holding an event in the hall.

Currently a member of the BPFA committee will do the risk assessment.

*The duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 are to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.*

Layout plan of the Pavilion



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### The Risk Assessment process:

- A) To identify the hazards, the Assessor will walk around the hall, car park and other areas noting things that might pose a risk.
- B) The Assessor will speak to other users of the hall, and to people who had done jobs at the hall, to learn from their experience and to get their views on health and safety.
- C) The Assessor will then note any significant hazards.
- D) The Assessor will then note what controls are in place to safely manage these hazards.
- E) Then the Assessor will put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when.
- F) The Assessor will discuss the findings with the BPFA Committee. The BPFA committee have decided to review the risk assessment every year, or immediately if any changes occurred to the hall or how the hall was used.

