Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

**The Shire Hall Trust, 13 Market Place, Howden DN14 7BJ**

Our health and safety policy is to:

* prevent accidents and cases of work-related ill health
* manage health and safety risks in our workplace
* provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work
* provide personal protective equipment
* consult with our employees on matters affecting their health and safety
* provide and maintain safe plant and equipment
* ensure safe handling and use of substances
* maintain safe and healthy working conditions
* implement emergency procedures, including evacuation in case of fire or other significant incident
* review and revise this policy regularly.

**Part 2: Responsibilities for health and safety**

**1. Overall and final responsibility for health and safety:**

The Chair of Trustees, Shire Hall Trust

**2. Day-to-day responsibility for ensuring this policy is put into practice:**

The Venue Manager.

**3. To ensure health and safety standards are maintained/improved, the following people  
have responsibility in the following areas:**

**Venue Manager**

* safety and risk assessments
* consulting employees and volunteers
* accidents, first aid and work-related ill health
* monitoring accident and ill-health investigation
* emergency procedures
* fire and evacuation
* information, instruction and supervision, training (including dealing with fire, manual handling and first aid training)

**Caretaker or named employee**

* regular maintenance including maintenance of caretaking equipment
* checks of fire safety equipment and alarm systems
* first aid equipment
* sanitary and other waste disposal
* gas and cooking equipment

**4. All employees and volunteers should:**

• co-operate with supervisors and managers on health and safety matters  
• take reasonable care of their own health and safety  
• report all health and safety concerns to an appropriate person (as detailed above).

**Part 3: Arrangements for health and safety**

**Risk assessment**

* We will complete relevant risk assessments and take action.
* We will review risk assessments when working habits or conditions change.

**Training**

* We will give staff, volunteers, hirers and subcontractors health and safety induction including information about Emergency Procedures and Guidance for Dealing with Fire.
* We will provide appropriate training to employees including Manual Handling, First Aid, Operating Fire Equipment.
* We will provide personal protective equipment when necessary.

**Consultation**

* We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.
* Where relevant and necessary we may consult and seek guidance from our external Health and Safety Consultant, Ashes Associates.

**Evacuation**

* We will make sure escape routes are well signed and kept clear at all times.
* Evacuation plans are tested from time to time and updated if necessary.