



THE CULLOMPTON WALRONDS PRESERVATION TRUST

HEALTH AND SAFETY POLICY

The Cullompton Walronds Preservation Trust is committed to providing a safe environment for all house and garden hirers and users. The policy below sets out the health and safety responsibilities of those hiring and using the house or garden.

ALL Rentals

1. It is the responsibility of you/your organisation to ensure suitable Risk Assessment and Risk Management is carried out prior to and throughout the period of your rental.
2. All renters should familiarise themselves with the following Health and Safety arrangements before their rental begins, and are responsible for conveying these arrangements to other centre users in their group:
 - a. The **'General Use Risk assessment'** is provided as an example, to draw your attention to potential hazards and risks and support your own safe risk assessment of your activities at the centre.
 - b. A **'Site Floor Plan'** is displayed in the office, detailing layout of the house, and locations of firefighting equipment, emergency lighting, emergency exits and fire alarm points.
 - c. **First Aid kits** are located in the kitchen, for Walronds users to make use of in line with their organisations own First Aid/accident procedure.
 - d. Where appropriate, accidents or incidents should be recorded in the **'Accident Book'**, which is in the kitchen next to the First Aid kit, and reported to Trustees as soon as safely possible.
3. Before your rental begins, you must establish who in your group/organisation will be your 'Designated Person' for the purposes of health and safety, emergency evacuation, and risk assessment.
4. Please inform the Trustees if you believe that anything on the premises needs remedial attention, via info@walronds.com

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www.thewalronds.com



Registered Charity Number: 1061913
VAT Registration Number: 984 0018 23
Private Company Limited by Guarantee Number: 3328420





Business Rentals

1. As an established business or organisation, it is anticipated that you will already have comprehensive Risk Management and Risk Assessment policies and procedures in place within your organisation. Trustees strongly recommend that your own Health and Safety policies include a comprehensive Risk Assessment of the Walronds, as well as a Risk Assessment of any activity specific risks, or risks relating specifically to your organisation/users. Your Risk Assessment and policies will cover you/your clients/service users during your/their use of any part of the Walronds premises, but you should also pay regard to the Trust's policies as appropriate.

Private Rentals

1. If yours is a private rental, it is still your responsibility to ensure the safety of users and visitors during your rental period. To do so:
 - a. You should arrange to visit the house before your rental begins, to look around, familiarise yourself with the facilities, health and safety measures, and consider any risks associated with your use of the house and garden.
 - b. Please read the copy of our '**General Use Risk Assessment**', for your information, which may assist you in your own risk assessment process.
 - c. Please ensure that you have suitably risk assessed any hazards or risks beyond those included in the General Use Risk Assessment / specific to your activity/use.

**The Trust is committed to reviewing its policies, procedures, and practices annually.
This document was last reviewed and approved by the Trust on:**

Meeting date: 6th June 2024
Signed, on behalf of the Trustees: _____
Name: _____
Role: _____
Date: _____

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