

The Parish Hall Committee operates a Health and Safety Policy which seeks to provide a healthy and safe environment for all hall bookings.

All statutory requirements for public health and safety are reviewed and implemented in accord with local Government recommendations. Regular Risk assessments, which address the normal use of the hall, are carried out and whenever possible eliminated. Guidance is sought for appropriate authorities as required.

Written records of all health and safety issues are kept in a folder in the heat pump room.

An Accident report book and a health and safety improvement form are both available.

A defibrillator is located on the front entrance wall.

The policy statements below seek to support user groups in maintaining this standard and they are responsible for the health and safety of the group during their use of the hall facilities.

1. The entire building is non- smoking at all times
2. No activities are allowed which involve danger to the public. No obvious fire hazards are allowed on the premises. No hazardous substances (as regulated by COSHH) are to be used or stored in the hall. No highly inflammable substances shall be brought into or used in any part of the premises. No internal decorations of combustible nature shall be undertaken or erected without prior notification to the hall committee.
3. The Hirer must report all accidents involving injury to the public to a member of the Hall committee as soon as possible and complete an entry in the accident book. Any failure of equipment belonging to the hall must be reported as soon as possible. Certain types of accidents must be reported on a separate Local authority form. This is accordance with the Reporting of injuries, Diseases and Dangerous Occurrences regulations 1995(RIDDOR).

Regarding safe escape in the event of a Fire

- 4 Users should acquaint themselves with all exits (normal and emergency) and these must be kept clear (internal and external) at all times so as not to impede emergency evacuation. All fire doors are marked as such and under no circumstances are they to be wedged open. For any events involving numbers over 100 the hirer must check that all exits are unobstructed. Fire drills are not regularly practiced.
- 5 In the event of an outbreak of fire however slight, the building must be evacuated immediately, fire extinguishers are provided at exits to facilitate clearing a path for an emergency exit. The muster point is in the adjoining field. Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire. The fire service should be called on 999.

Regarding the use of the kitchen

6. Any hirer intending to provide catering should be aware of the requirements of The Food Standards Agency before proceeding. (Booklet in the kitchen drawer).
7. The cooker and fridge are normally kept switched off and the fridge door should remain ajar when not in use.
8. Care must be taken when preparing and using hot water and when handling hot utensils or appliances.
9. Users must remove all food and waste at the end of their booking. There is no rubbish collection from the hall.
10. Cleaning materials are provided under the sink. The kitchen and utensils should be left in a hygienic state.

Further general points

11. In the event of a power failure – an emergency lighting supply is automatically triggered to illuminate exit routes. The illuminated 'exit' signs must be turned on when the premises are occupied by more than 20 people.
12. A first aid box is provided in the kitchen. No qualified First Aider is provided. Users are advised to consider and resolve their own first aid requirements.
13. Heating is provided by a ground source heat pump, underfloor heating in main hall, radiators in the other rooms, this with the lighting is free.
14. Children are to be supervised at all times. The hall has many features such as kitchen, stage and storage cupboard which while necessary for hall activities, potentially offer hazards during careless and unacceptable behaviour.
15. Care must be taken at all times with the front of the stage due to its inevitable shear drop to the floor. Similarly care is needed on the stairways.
16. The hall has a furniture store room on the left hand side of the front door. Care must be taken moving furniture in and out of this room and all items must be stored to avoid accidents from over stacking. There is a trolley for moving the chairs.
17. Users are responsible for the safe operation of all equipment they bring into the hall.
18. The hall's electrical facilities are inspected and equipment also PAT tested.
19. Any users needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards.