

FYFIELD VILLAGE HALL

HEALTH AND SAFETY POLICY

The Fyfield Village Hall Management Committee operates a Health and Safety policy that aims to protect all users of the property. To provide healthy and safe working conditions, systems and equipment, and to maintain equipment in a safe condition. To provide support and information to all people using the premises.

It is not only the responsibility of the management committee to maintain a healthy and safe environment but also of contractors, volunteers, hirers and visitors to follow conditions set out in the hiring agreement and this policy, to do everything they can to prevent injury to themselves or others.

ACCIDENTS

1. For a major incident use a mobile to call 999, a defibrillator is positioned on the exterior wall at the car park end of the building.
2. All accidents whether major or minor must be recorded in the accident book located on the first aid box in the kitchen.

GENERAL – HIRERS AGREE:

1. To comply with all conditions of the hire as set out in the hiring agreement and ensure their organisation/event conducts its activities in line with said agreement. Hirers may have responsibilities over and above these in regard to insurance and statutory requirements relating to their particular organisation/event.
2. To keep all fire exits clear and familiarise themselves with fire safety especially in the kitchen area.
3. To not bring or use highly flammable substances into any part of the premises.
4. To not use internal decorations containing combustible materials or place or hang decorations near light fittings or heaters.
5. To report to a member of the management committee any damaged or malfunctioning equipment.

KITCHEN

1. If hot food or drink are provided hirers should ensure there is a person responsible who has an acceptable standard of food hygiene.
2. No children are to be allowed into the kitchen during food preparation and cooking.
3. Care should be taken when handling hot food and drinks, protective gloves or towels are to be used.

4. When using ovens, hobs or boiler extra care is needed when switched on, and hirers should ensure everything is switched off when unattended.
5. All cleaning solutions should be kept out of reach of children.

HALLS

1. Any spillages or broken glass are to be swept up immediately.
2. Care should be taken when moving chair and table trollies around the halls.
3. Do not over stack chairs.
4. Ensure rectangular tables are safely stacked and strapped on the trolley.
5. Use steps stored in the cloakroom to open windows, do not climb on window sills.
6. Seek permission from a committee member to hang decorations.

ELECTRICAL

1. Users are responsible for the safe operation of all equipment they bring to the hall, ensuring it is safe, in good working order and PAT tested
2. All village hall electrical equipment is PAT tested on a regular basis. If a person has a problem with such equipment or notices a fault; do not use it and report it to a committee member.
3. Do not leave electrical equipment unattended, and remove all such equipment at the end of hire.
4. Any users needing to run cables across the floor should take action to prevent it becoming a trip hazard and ensure the cables are securely fitted with cable covers.

EXTERIOR

1. Car parking should be done with care ensuring that all access and exits are clear for emergency vehicles.
2. Entering and exiting the car park should be at a slow speed, be aware of children.
3. Do not park on the car park access road.
4. The taking of glasses, bottles or anything breakable onto the playing field is forbidden.
5. The terrace should be kept safe with any spillages or breakages swept up immediately.
6. Children should be supervised at all times and not allowed to climb over the tables.
7. The playing with balls on the terrace or indoors is forbidden and the use of the village hall wall to bounce balls off also forbidden.
8. Care to be taken using the uneven surface of the terrace and the steps into the hall, especially in the dark, wet or icy conditions.
9. Noise must be kept to a minimum and all music, whether live or recorded must cease before 23:00 hours. Consideration of nearby residents must be respected when leaving the hall.

IN CASE OF FIRE

1. Fire extinguishers are located by all exits, and are regularly checked and maintained.
2. The hirer is deemed “the responsible person” and is in charge of the hall during their hiring period.
3. In the event of a fire the responsible person shall evacuate the building, checking all attendees are out, and congregate in the middle of the sports field.
4. The responsible person shall call the fire brigade giving the address FYFIELD VILLAGE HALL, HOUCHIN DRIVE, FYFIELD, CM5 0RG, or the 3 words TABLES.COATS.HATCH
5. On arrival of the fire brigade the responsible person shall liaise with them confirming all attendees are safe and well.
6. Attempts to extinguish the outbreak should only be made if it is considered safe to do so.
7. Phone a member of the management committee as soon as possible on 07956 440894

CONTRACTORS SHOULD:

1. Employ safe working practices in respect of themselves and the public and meet their statutory obligations with regard to Health and Safety legislation and Public Liability Insurance
2. Have regard for users of the hall by not leaving equipment or materials accessible, especially to children. Ensure that all electrical equipment left on the premises is disabled.
3. Ensure that any flammable or toxic materials used in the course of their work is reported to the management Committee.

WASTE

1. All spillages and breakages must be cleaned up immediately.
2. Waste generated by the hirer must be removed from the premises and taken away at the end of hire.

Above all the Management Committee will strive to keep the hall as a safe and healthy place to attend. All hirers should play their part to keep their event/class free from potential accidents. Let's work together so everyone can enjoy their time in the Village Hall.

Date agreed: 18 September 2023

Date for review: September 2024