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, including by:

- providing healthy and safe working conditions, systems and equipment;
- maintaining equipment in a safe condition;
- providing support and information to all users of 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 hall users to follow the Fyfield Village Hall Conditions of Hire and this policy, to do everything they can to prevent injury to themselves or others.

The individual named on the booking is the person responsible for ensuring compliance with this policy and for the health and safety of users of the hall in respect of that booking (the **Responsible Person**).

ACCIDENTS AND EMERGENCIES

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

FIRE

1. Fire extinguishers are located by all exits, and are regularly checked and maintained.
2. In the event of a fire the Responsible Person must evacuate the building, checking all hall users are out, and congregate in the middle of the sports field.
3. The Responsible Person must call the fire brigade using a mobile phone, giving the address FYFIELD VILLAGE HALL, HOUCHIN DRIVE, FYFIELD, CM5 0RG, or the What3Words address TABLES.COATS.HATCH
4. On arrival of the fire brigade the Responsible Person must liaise with them confirming the location of all hall users.
5. Attempts to extinguish a fire should only be made if it is considered safe to do so.
6. The Responsible Person must notify Fyfield Village Hall as soon as possible on 07956 440894.

SECURITY

1. The Responsible Person is responsible for the security of the parts of the hall that are used as part of that booking.
2. Doors with emergency exit access (being in the Main Hall, Club Room and Monica Couling Room) must not be left unlocked or open unless access to the hall through those doors is being continually monitored.
3. The Responsible Person must consider whether other doors should be secured, taking into account the balance of the security of all hall users (including those using other parts of the hall at the same time) and the possible need for emergency exits.
4. In the event of a security incident, the Responsible Person must call the emergency services using a mobile phone, giving the address FYFIELD VILLAGE HALL, HOUCHIN DRIVE, FYFIELD, CM5 0RG, or the What3Words address TABLES.COATS.HATCH
5. The Responsible Person must notify Fyfield Village Hall as soon as possible on 07956 440894.

THE RESPONSIBLE PERSON AND HALL USERS

GENERAL

1. The Responsible Person must ensure compliance with the Conditions of Hire and ensure their organisation/event conducts its activities accordingly. Hirers may have responsibilities over and above these in regard to insurance and statutory requirements relating to their particular organisation/event.
2. All fire exits must be kept clear.
3. The Responsible Person must familiarise themselves with and ensure hall users are familiar with the fire safety measures and emergency exit plan.
4. Hall users must not bring or use flammable substances into any part of the premises.
5. Hall users must not use internal decorations containing combustible materials or place or hang decorations near light fittings or heaters.
6. Any damaged or malfunctioning equipment must be reported to Fyfield Village Hall.
7. All hazardous chemicals should be kept out of reach of children.
8. Waste generated by hall users must be taken away from the premises at the end of the hire.

KITCHEN

1. The Responsible Person must ensure an acceptable standard of food hygiene.
2. No children are allowed into the kitchen during food preparation and cooking.
3. Care must be taken when handling hot food and drinks, including the use of protective gloves or towels.
4. When using the ovens, hobs or hot water urn, extra care is needed. Users must ensure everything is switched off when unattended.

HALLS

1. All spillages and breakages must be cleaned up immediately.

2. Care must 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 onto the trolley.
5. Use steps stored in the cloakroom to open windows and do not climb on window sills.
6. Seek permission from the Management Committee to hang decorations.

ELECTRICAL

1. The Responsible Person is responsible for the safe operation of all equipment brought by hall users, ensuring it is safe, in good working order and PAT tested.
2. All electrical equipment provided by Fyfield Village Hall is PAT tested on a regular basis. If a hall user has a problem with such equipment or notices a fault, the equipment must not be used and the issue should be reported to Fyfield Village Hall.
3. Do not leave electrical equipment unattended. All equipment brought by hall users should be removed at the end of hire.
4. The Responsible Person must ensure that all cables run across the floor are securely fitted with cable covers and do not become a trip hazard.

EXTERIOR

1. Vehicles must be parked in the car park with care, ensuring that all access and exits are clear for emergency vehicles. Do not park on the car park access road.
2. Entering and exiting the car park must be at a slow speed; be aware of children.
3. Taking glasses, bottles or anything breakable onto the playing field is forbidden.
4. The terrace must be kept safe with any spillages or breakages swept up immediately.
5. Children must be supervised at all times and not allowed to climb over the tables.
6. Ball games must not be played on the terrace.
7. Care must be taken on uneven the uneven terrace, ramp and steps into the hall, especially in dark, wet or icy conditions.

CONTRACTORS

Contractors must:

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 hall users by not leaving equipment or materials accessible, especially to children.
3. Ensure that all electrical equipment left on the premises is disabled.
4. Ensure that any flammable or toxic materials used in the course of their work is reported to the Management Committee.

Date agreed: October 2026 Date for review: October 2028