

ISFIELD VILLAGE HALL MANAGEMENT COMMITTEE

Policy Statement

The Management Committee operate a Health & Safety Policy which seeks to provide a healthy and safe environment for all hall bookings and events.

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems for our employees, committee members, volunteers and hirers
- Keep the village hall and equipment in a safe condition for all users
- Provide such training and information as is necessary to achieve our aims to anyone who works in uses or visits the village hall.

It is the intention of the Isfield Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations

The Isfield Village Hall Management Committee considers the promotion of the health and safety of its employees and those who use its premises, including contractors who work there to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a commitment to safety as on the operation and maintenance of equipment and safe systems of work. To this end the members will themselves engage in the establishment and observance of safe working practices and will seek to encourage employees, hirers, visitors and contractors to do the same.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with all safety requirements set out in the hiring agreement, the Operating Instructions and Emergency Procedures together with any instructions in the hall and to accept responsibility to do everything they can to prevent injury.

Signed (on behalf of Isfield Village Hall Management Committee)

Name _____

Position Chairman

Date 24th May 2010

ISFIELD VILLAGE HALL MANAGEMENT COMMITTEE

All statutory requirements for public health and safety are reviewed and implemented. Regular Risk Assessments, which address the normal use of the hall, are carried out and wherever practical potential hazards are reduced and if possible eliminated. Guidance is regularly sought from qualified professionals.

Written records of all health & safety issues are kept and available for inspection on request.

User Groups play a key role in maintaining this healthy and safe environment by operating in a way that does not lower our H&S standards. The policy statements below seek to support User Groups in maintaining this standard and the User nominated responsible person is required to sign an acknowledgement of their responsibility to this policy - as part of their hall booking contract. They or their representative is then responsible for the health & safety of the group during their use of the hall facility.

Any point can be queried with the Hall's Health & Safety Representative whose word is final.

- Calls to '999' emergency services will be made on a mobile phone from a person present.
- The entire building is non-smoking at all times.
No activities are allowed which involve danger to the public. No obvious fire hazards are allowed on the premises. No unauthorised heating appliances are to be used. No hazardous substances (as regulated by COSHH) are to be used or stored in the hall. No highly flammable substances shall be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected without the permission of the H&S Representative.
- The Hirer must report all accidents involving injury to the public to a member of the Village Hall Management Committee as soon as possible and complete the 'Accident Report Book'. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible. The Village Hall Health and Safety Representative will report any incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Safe Escape in the event of a Fire

- Users should acquaint themselves with all exits (normal & emergency) and these must be kept clear (internal & external) at all times such as not to impede emergency evacuation. All fire doors are marked as such and under no circumstances are to be wedged open. For all events it is the hirers responsibility to ensure that all exits are unobstructed – this includes checking that emergency exits are unlocked and functional as intended.
(The Hall committee has no control over hirers activities)
- Fire drills are not regularly practiced by the Hall management committee however long term hirers are advised to do so.
- In the event of an outbreak of fire however slight, the building must be evacuated immediately – fire extinguishers are provided at all exits to assist in clearing a path for emergency exit. The muster point is the corner of the car park (adjacent to footpath leading to the Northfield housing Estate). Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire. The Fire Service should then be called on 999.

ISFIELD VILLAGE HALL MANAGEMENT COMMITTEE

Regarding the use of the Kitchen

- Any hirer intending to provide catering (beyond cold or hot drinks and cold proprietary packaged biscuits/cakes) must ensure there is a person responsible for food preparation that currently holds a food hygiene certificate. If you require any guidance on this matter contact a member of the Management Committee.
- The cooker must be switched off when not in use. Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. The oven/hob should be supervised at all times when in use. It remains hot well after being turned off.
- Users must remove all food at the end of their booking. Outside rubbish bins are provided for disposal of waste food. Bags of food waste must not be left unless securely within the external rubbish bins provided. Excessive rubbish created such as by parties should be removed by the hirer.
- A hand wash basin is provided in the kitchen. The kitchen and utensils should be left in a hygienic state – usable by the next booking. Cleaning facilities are provided – generally stored in the boiler room – off of the kitchen. If the kitchen has been left in an unhygienic state by a previous booking it must be reported to a representative of the Management Committee. The Hall does not arrange cleaning between each booking and the Management Committee cannot be held responsible for the condition of the kitchen from the previous booking.

Further general points

- No safety equipment must be tampered with. If any faults are observed they must be reported as soon as practical to the H&S Representative.
- In the event of a power failure – an emergency lighting supply is automatically triggered to illuminate exit routes.
- A First Aid box is kept in the kitchen in the crockery cupboard. Users are asked to advise a member of the committee if any items have been used so they can be replaced.
- A qualified First Aider is not provided by the hall facility. Users are advised to consider and resolve their own First Aid requirements.
- Children are to be supervised at all times. The hall has many features such as a kitchen; and storage cupboards which while necessary for hall activities, potentially offer hazards during careless and unacceptable behaviour. Children are not allowed in the kitchen.
- The Hall has an external store room. Care must be taken moving furniture in and out of this room (a Chair Trolley is provided) and all items must be stored such as to avoid accidents from over-stacking (chairs max six high).
- Users are responsible for the safe operation of all equipment they bring into the Hall. Electrical equipment must be used in a safe manner in accordance with the Electricity at Work Regulations 1989.
- The Hall's electrical facilities are regularly inspected by authorised personnel and a certificate issued. Any user noting any questionable defect should report it immediately and where appropriate cease using the faulty appliance.
- No electrical equipment is to be stored in the hall such that other user groups could mistake it for equipment provided as part of the hall booking.
- Any users needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards..

ISFIELD VILLAGE HALL MANAGEMENT COMMITTEE

- Certain rooms/cupboards are generally locked for authorised access only – (caretaker)
- Drivers must take care at all times and they should note that the exit is directly onto a main road.
- Parking at the rear of the building is for hirers and their guest at their own risk.
- Due to the Hall being in a residential area we request all users to respect our neighbours and to keep noise levels to a minimum.