

## **The Christie Hall, Wansford.**

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

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. An 'Accident Report Form' is available in the kitchen.**

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.

1. Calls to '999' emergency services will be made on a mobile phone from a person present.
2. 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.
3. 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).

#### **Regarding Safe Escape in the event of a Fire**

4. Users should acquaint themselves with all exits (normal & emergency) and these must be kept clear (internal & external) at all times so as not to impede emergency evacuation. The hirer must check that all exits are unobstructed and must unlock the emergency door on arrival.  
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 in the car park by the clothing bank.  
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.

## **Regarding the use of the Kitchen**

5. Any hirer intending to provide catering (beyond cold or hot drinks and cold proprietary packaged biscuits/cakes) must ensure that all current requirements for food hygiene are adhered to. If you require any guidance on this matter contact a member of the Management Committee.
6. 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.
7. Users must remove all food and food waste at the end of their booking. Black sacks should be placed in the locking wheelie bin at the back of the car park (key in lobby cupboard). Excessive rubbish created such as by parties should be removed by the hirer.
8. A handwash facility is provided in the kitchen. The kitchen and utensils should be left in a hygienic state – usable by the next booking. If the kitchen has been left in an unhygienic state by a previous booking it must be reported to the booking clerk. 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**

9. 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.
10. In the event of a power failure, exit routes are illuminated.
11. A First Aid box is kept in the kitchen by the hand wash sink. Users are asked to advise a member of the committee if any items have been used so they can be replaced.
12. A qualified First Aider is not provided by the hall facility. Users are advised to consider and resolve their own First Aid requirements.
13. 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. Nothing hazardous may be left in the store rooms. Children are not allowed in the kitchen.
14. Care must be taken moving furniture in and out of this room and all items must be stored such as to avoid accidents from over-stacking. Chairs should be stacked no more than 5 high and the trolleys provided used to move chairs and other bulky items.
15. 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.
16. 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 and should be PAT tested.
17. 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.
18. Any users needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards.
19. Care should be taken at all times in the car park, and we request all users to respect our neighbours and to keep noise levels to a minimum.

Signed:  
PLEASE PRINT NAME HERE:

Date: