

## LIGHTHORNE VILLAGE HALL – HEALTH & SAFETY POLICY

All users of the facilities are expected to read this H&S Policy statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the site. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.

It is the duty of all THE HIRERS AND VISITORS to:

- take care of themselves and others who may be affected by their activities.
- do everything they can reasonably can to prevent injury to themselves and others.
- co-operate with the Committee in keeping the premises safe and healthy including the car park.

SAFETY PRACTICES: The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring. The front entrance door should be unlocked too (both doors).
- Do not operate or touch electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at a height until they are properly secured and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested (PAT).
- Do not attempt to move heavy or bulky items (e.g. stacked tables and chairs) without the proper equipment.
- Do not stack chairs more than twelve high.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision. Avoid over-crowding and do not allow running.
- Do not light candles of any type at any time. No naked flames of any kind.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- All faults or repairs should be noted in the Maintenance Manual, kept in the kitchen.
- Report every accident in the Accident Book, kept in the kitchen, and to the Management Committee.
- Be aware and seek to avoid the following risks:
  - Creating slipping hazards on steps or wet floors - mop spills immediately.
  - Creating tripping hazards such as buggies, umbrellas, bags, mops and other items left in the foyer, kitchen, main hall and storage areas.
  - Avoiding tripping by using adequate lighting.
  - Risk to individuals while in sole occupancy of the building.
  - Risks involved in handling kitchen equipment e.g. cooker, water heater and knives.
  - Creating toppling hazards by piling equipment e.g. in store cupboards

INSURANCE: A copy of the Public Liability Insurance certificate for the Village hall is displayed on the hall notice board and can also be obtained from the Bookings Secretary.

IN CASE OF ACCIDENTS: Call 999 – The Village Hall Post Code is CV35 0AY.

The nearest Accident and Emergency department is: South Warwickshire General Hospital, Lakin Road, Warwick.

The nearest doctor's surgery is: Hastings House, Kineton Road, Wellesbourne - Tel: 01789840245

First Aid Box can be found in the kitchen and back meeting room.

The Accident Book is located in the kitchen. This must be completed whenever an accident occurs. All accidents, even minor ones, must be reported to the Management Committee.

### FIRE SAFETY:

Before the event:

- The Hirer must acquaint themselves with the Evacuation Procedure and the layout of the fire exits and firefighting equipment. Both of these are to be found on the Hall notice board.
- Ensure the Fire Exit signs are illuminated.

After the event

- Check all electrical equipment is turned off.
- Check all lights turned off, including the Fire Exit signs.

SAFEGUARDING POLICY: The Hirer must read our Safeguarding Policy and recognize that it is their duty to follow it. This document can be found on the Hall notice board.