

RESPONSIBILITIES

1. The Village Hall Committee has carried out its own general Health & Safety (H&S) risk assessment to ensure that the Hall is safe for all those who visit the Hall. However, Hirers are reminded that it is your legal responsibility to ensure the safety of your guests and visitors. If appropriate you may need to carry out your own Health & Safety assessment, especially if you have many guests or are importing your own event equipment, eg a bouncy castle.
2. The Committee accepts no responsibility for the results of accidents or damage caused by a failure to put in place appropriate safety measures or mitigations. You may wish to secure your own insurance arrangements for some events.

FIRE SAFETY

3. The hall committee is legally required to have a Fire Safety Policy and carry out its own Fire Risk Assessment for the Hall, and this is available for consultation if required.
4. Check that the fire exit doors remain unobstructed at all times with nothing placed within the adjoining floor areas marked out with striped tape.
5. Ensure you know where the six fire extinguishers (2 in corridor, 2 by fire doors, 1 on stage & 1 in Kitchen) and two fire blankets (in kitchen) are located. (There is another extinguisher in the boiler room).
6. When leaving the Hall, ensure that the cooker, hot water boiler and other electrical appliances are all turned off except for the fridge. Likewise the Audio-Visual System and all lighting should be switched off after use.
7. No smoking is permitted in the Hall, nor naked flames such as candles, except tea-lights which may be utilised provided the flame does not extend above the top of a glass, ceramic, or similar safe container.
8. The maximum number of people safely permitted within the Hall has been calculated to be 150, but we suggest 120 max for comfort.
9. In the event of a fire alarm being raised, it is essential that the disabled toilet and store areas are checked to ensure that any occupants are alerted and given assistance if required.

FIRST AID

10. The village hall committee has a First Aid Policy which ensures that an adequate first aid kit is available at all times to a defined British Standard. The kit is kept in a labelled box within the small kitchen/bar area, the door of which is suitably labelled.
11. Any injury accidents or near misses must be recorded in the Accident Book located in the First Aid box, and also notified to a member of the village hall committee.

HALL ENTRY & EXIT

12. During periods of inclement weather, you should consider the wisdom of holding an event if, for example, the outside car park and entrance areas might become slippery from ice or obstructed by snow. Similarly, the entrance area and corridor may become slippery from wet weather.

13. For night-time events the outside canopy lights should be switched on to illuminate the steps and ramp, especially if visitors are likely to arrive or depart at variable times.

KITCHEN AREA

14. Kitchen hygiene must be maintained at all times. Separate advice is available for those who are preparing or cooking food within the kitchen – a guide is located in the kitchen. An emergency gas stop button is provided adjacent to both kitchen doors.

15. Broken glass or crockery should be wrapped separately from other refuse and removed from the premises by the Hirer to minimise any additional/inadvertent risk.

16. Children are not permitted in the main kitchen unless supervised at all times by an adult.

SETTING UP FOR EVENTS

17. Care must be taken to ensure that floors are kept clean and dry from spillages, and kept free from obstructions or trailing electrical leads that might become a slip or trip hazard.

18. When chair stacks are taken out of the rear storeroom, care must be taken to ensure that they do not over-balance causing injury – no more than five stacked chairs should be moved at any one time on a sack-barrow.

19. When returning items on to the storeroom shelving, ensure they are made stable and not likely to fall on to anyone or anything.

20. Any portable appliances brought into the Hall must be electrically safe and correctly fused, with no evident damage to the equipment parts, electrical cords, or their wall plugs.

21. Hirers are reminded that the Main Hall floor area is made of wood planking and contains nail heads and splinters that may reveal themselves unexpectedly. It is therefore not advisable for children to play with bare feet on these floors.

22. The private use of ladders, eg to attach decorations, should not be employed to reach high levels except by experienced persons and even then with an assistant to ensure the ladder remains stable and at the correct angle at all times.

23. Bouncy castles and other specialised entertainment equipment must only be introduced to the Hall and set up by a qualified and insured contractor.