

HEALTH & SAFETY AT ROPLEY PARISH HALL

All visitors to Ropley Parish Hall are expected to comply with safety procedures and notices and be responsible for the prevention of injury to themselves and others.

Everyone should seek to avoid:

- Creating slipping hazards – mop up all spillages immediately
- Creating tripping hazards – all corridors and doorways should be left clear. Adequate lighting should be used in poorly lit areas. Trailing cables should be covered by mats or tape.
- Risks in using kitchen equipment e.g. cooker, water boiler, kettle, knives
- Creating a toppling hazard by stacking items too high

Emergency Exits

The Hirer must ensure that the main entrance door is unlocked if the Large Hall is being used, regardless of whether it is the point of access. They must also ensure that all visitors familiarise themselves with the position of the emergency exits, ensure that they are kept clear both internally and externally at all times and know where the emergency assembly point is.

Electrics

Do not use an electrical appliance if it shows any signs of damage.

Kitchen

Children should be strictly supervised in the kitchen.

Avoid overcrowding and do not allow running. Read the relevant instructions before using the Hot Water Boiler or Dishwasher.

Ladders

Do not work on steps or ladders at height unless they are properly secured and another person is present. If users want to use the large 13ft ladder stored in the back room, they must exercise extreme caution both when lifting it down and when using it – a second person must be with them at all times to ensure stability.

Chairs & Tables

Care must be taken when moving tables and chairs in the Hall. The blue chairs are stacked on trolleys and should be moved to their required position on those trolleys. The green chairs should only be moved using the hand push trolley and never more than a stack of 10 chairs at a time.

Bouncy Castles

The use of a child's Bouncy Castle is permitted in the Main Hall subject to the guidance document on the website. These are used at the Operator's and Hirer's own risk.

Stage Lighting

The stage lighting is only available to be used by someone competent in electrical matters and any request to use it should be made at time of booking.

Accidents

The wall-mounted First Aid Box is situated in the kitchen next to the Fridge.

In the event of a more severe accident, usual procedures apply – calling 999, or attending the A & E unit at Winchester Hospital or the Minor Injuries Unit in Petersfield.
There is a defibrillator in the Telephone Kiosk in front of the Hall – it is a public facility and instructions for use will be advised by the 999 Operator.

Reporting

Any damage or faults to the Hall equipment or facilities should be made to
rph.bookings@gmail.com

Every accident should be recorded in the Accident Book in the kitchen and notified to
rph.bookings@gmail.com