

Hill House Health and Safety Policy

This is the statement of general policy and arrangements for:

Hill House lettings (hall, kitchen, office space and meeting rooms)

Overall and final responsibility for health and safety during hire of premises is that of:

The hirer of the venue

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Daniel Ayeni (Community Development Manager)

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of ill health and provide adequate control of health and safety risks arising from activities during use of the building or premises	The hirer	Have a named person to be responsible during hire and use of the premises
To implement emergency procedures - evacuation in case of fire or other significant incident.	The hirer	Follow fire exit signs and instructions and meet at assembly point and call the Fire Emergency Service
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	The hirer	Ensure electrical equipment's that have not been approved or PAT tested are not used in the hall or premises.
First-aid box and accident book are located: Accidents and ill health at work reported to the Manager	The hirer	Any incident to be reported to the Manager. Accident book to be used to log such incidents/accidents. All hirers to be aware of where First-aid box is located (kitchen).

Name of venue hire		Date of event	
Signed: (venue hirer)		Date:	
Subject to review, monitoring and revision by:	Daniel Ayeni	Every:	6 months Or sooner subject to circumstances

Risk assessment

Organisation name: St. Helier & District Association, Hill House

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Trip and slip hazards	Guest and users of the premises during events	Carry out an area pre-inspection before start of the event. Remove anything e.g. ropes, cables or furniture's that can result in a fall. Check for any wet surface on the floor or drink spillage and ensure area is cleaned immediately.	No	Hirer	During event	
Sharp or broken objects in the hall or premises i.e. broken glass	Guest and users of the premises during events	Carry out an area pre-inspection before start of the event. Removal of any such objects and safe disposal.	No	Hirer	During event	
Children wandering away from hall area without notice	Children getting lost or potential abduction.	Verbal instructions to children to remain in the hall or premises that has been hired unless instructed otherwise by parents or carer. <u>Parents are responsible for their children at all times</u> and are to ensure they are suitable supervised.	No	Hirer	During event	
Members of the public entering the venue uninvited	Altercation with uninvited guest	Venue hirer to be vigilant and be aware of any uninvited guest and call the police 999 in the event of any altercation or form of violence with regards for safety of invited guest	No	Hirer	During event	

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>