

Prestwood Village Hall Health and Safety Policy

Prestwood Village Hall aims to promote safe conditions, equipment and systems of work for all hirers, contractors, volunteers and users by ensuring that all equipment is checked and maintained on a regular basis and that the hall and car park are kept in a good state for all users. It is our intention to comply with all health and safety regulations and to act positively, where reasonably practicable, to prevent injury, ill health or any danger arising from its activities and operations.

Prestwood Village Hall will make regular assessments of any risks and will record and rectify any defective equipment and will maintain the hall and it's fittings and the car park in a manner that promotes safe use. **Hirers, volunteers, contractors and all event attendees are reminded that there is a duty of care on them to comply with the practices set out by Prestwood Village Hall in this document and in the hiring agreement and that they must accept responsibility to undertake safe practices during their events or works and thereby reduce the risk of injury to themselves or others.**

Whilst all equipment is assessed and maintained on a regular basis Prestwood Village Hall ask that all hirers, volunteers and attendees report any defects that may cause injury or harm and immediately notify the management committee through the 'Contacts' page on the website www.prestwoodvillagehall.org.uk. Damaged equipment should be moved away from hall users and where practicable labelled as faulty.

As part of our health and safety policy we check and maintain the following:

- First aid box
- Accident and incident book

- Fire extinguishers and alarm systems
- Contractors risk assessment and method statements
- Information for hirers
- Insurance

Prestwood Village Hall has drafted this policy to make clear procedures and areas of responsibility in reducing any risk to its hirers, contractors and attendees.

All hirers and users must play their key roles in maintaining a healthy and safe environment by operating in a way that does not compromise the objectives of this policy. Hirers and attendees will be expected to recognise that there is a duty on themselves to comply with the practices set out by Prestwood Village Hall; with all safety requirements set out in the hiring agreement, health and safety policy and instructions to hall users; and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others. We ask all users to point out any defects or failings in terms of the building itself or in any equipment in the building.

Safety Rules

As a condition of hire all users will be expected to have read this and all other Prestwood Village Hall policies as indicated on the booking form and sign as evidence that they agree to the hiring conditions. All new hirers will be given information on safety procedures by the booking clerk and regular and long term hires will be updated on new or updated procedures.

All hirers must appoint a competent supervisor who will have responsibility for ensuring that activities undertaken in the hall during the hire period are conducted in compliance with current legislation and all hall policies.

Hirers and supervisors will:

- Be over the age of 18
- Be present on the premises for the entire period of hire
- Take charge in the event of fire or emergency to ensure that attendees can exit the hall and assemble in the car park
- Have access to a mobile phone during the hire period. There is also a land line at the village hall.
- Instruct all users how to exit the building in the case of an emergency
- Make an entry in the incident book and report any usage of the first aid equipment in the event of an accident
- Must exercise effective general supervision
- Ensure that all control measures arising from risk assessments are implemented and that their user groups receive adequate instruction on all safety rules and procedures
- Ensure that proper safety precautions have been taken with regards to equipment, processes, substances articles and working methods
- Ensure that all rubbish is removed from the property at the end of each hire period
- Ensure that that all facilities that have been used during the hire period are left clean and tidy and that all electrical equipment has been turned off.

All individuals entering the hall must comply at all times with the following rules:

- **No Smoking** is permitted anywhere in the building.
- **No obstruction of the emergency exits**
- **No activities are undertaken which involve danger to users or the general public**
- **No unauthorised heating appliances**

- **No hazardous substances are to be used** other than those provided by Prestwood Village Hall and stored in the cleaners cupboard
- **No flammable or explosive substances including fireworks**

Prestwood Village Hall asks for the following practices to be undertaken to minimise risk

- Do not move large stacks of chairs and always use the trolley provided
- Do not bring gas appliances or cylinders on to the property
- Do not allow children in to the kitchen
- Do not overcrowd the kitchen
- Clean any spills immediately after they occur and use the provided 'Caution wet floor' signage provided
- Do not create trip hazards by leaving items in the corridors or the kitchen in particular.
- Use caution when using the kitchen equipment
- Store tables and chairs in the designated areas with a maximum of 10 chairs per stack and store tables in a stable and safe fashion upright in the rear store.
- Do not allow trailing leads to create trip hazards
- Keep all fire exits clear
- Electrical equipment must not be left unsupervised whilst in use

First Aid

The first aid box is situated in the kitchen. No qualified first aider is provided by the hall. All hirers, attendees and contractors are advised to consider their own first aid responsibilities. A defibrillator is situated on the external wall beneath the clock tower at the Wycombe Road end of the hall.

