

Ardley with Fewcott Village Hall Management Committee

Health & Safety Policy

POLICY STATEMENT

Introduction

Ardley with Fewcott Village Hall Management Committee (the Committee) has drawn up this policy to set out procedures and areas of responsibility to ensure, in so far as it can, the health and safety of users of the Village Hall.

The Committee is responsible for running the Village Hall and recognises its duty to ensure the safety of people using it.

Monitoring of Health and Safety

The hirer/user should abide by with the Terms & Conditions of hire and ensure that their organisation/party also comply with these conditions and all safety requirements.

It is the duty of all hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises, including the grounds, safe and fit for purpose.

Should anyone using the Hall come across a fault, damage or other situation, which might cause injury and which cannot be rectified, they should inform the Booking Secretary or the Chairman as soon as possible, so the problem can be dealt with. Where Village Hall equipment is damaged, that damage should be reported to the Booking Secretary. The Booking Secretary should inform the Committee Chairman.

Mitigation of Risk

To mitigate risk, the Committee takes the following steps:

- To discuss and report on any Health and Safety issues at every meeting of the Committee.
- To carry out a full Risk Assessment every year or sooner if deemed necessary by the Committee.
- Ensure that there is a copy of the current Health and Safety Policy published on the Village Hall website.

Hazardous substances/materials that must not be used in the Village Hall are:

- Flammable liquids
- Naked flames including candles and fireworks

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking is forbidden inside the Hall.
- Storage of combustible material near a source of ignition is not permitted.
- Emergency exits and routes to them must always be kept clear and unlocked.
- Appropriate Fire Fighting Equipment to be provided.
- Fire Equipment to be maintained and checked annually.

Children

Minors under the age of 18 must always be accompanied and supervised by a responsible adult.

Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.

Electrical safety

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation.
- Plug sockets must not be overloaded.
- Should users/hirers want to bring electrical appliances onto the premises they must make the Bookings Secretary aware of this in advance. The users/ hirers are responsible for ensuring that the appliances meet safety standards.
- Electrical equipment showing signs of damage, exposure of components, water damage etc must not be touched or operated.
- Users have a responsibility to ensure that all electrical appliances are shut off and where possible unplugged when leaving the Hall.
- Electrical leads should not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Ensure kettles are not over-filled nor should the leads be left to trail over the edge of the work top.

Furniture

Care should be taken when using the tables and replacing them onto the trolleys and stacking chairs after use.

Any damage found to tables or chairs should be reported to the Booking Secretary.

Heating

The Hall has central heating and is controlled by a Hive system, which is monitored while the hall is in use, but if the user feels that the temperature needs to be boosted, please call the contact number under the Hive thermometer in the hall. **DO NOT ALTER THE CONTROL PANEL** as this can upset the system. Should users suspect any malfunction, the contact number should be informed immediately.

Housekeeping

The Hall is cleaned and safety checked on a regular basis. However, every user has a responsibility to ensure that the Hall is left clean and tidy.

All users must use the rubbish and recycling bins. Any major spillage, damage or accident should be reported to the Booking Secretary. Rubbish must be taken away at the end of each hire and not left on the premises or placed in the bins outside.

If the Playing Field and frontage of the Hall has been used by the hirer, all litter and cigarette ends must be collected and placed in the appropriate bins outside.

Noise

As the Hall is situated in a residential area, users should be considerate and keep noise levels to a minimum. Playing any form of music, whether live or recorded, must be kept to an acceptable level and must cease at 11.00pm unless otherwise authorised by the Committee.

Users should also be considerate when leaving the Hall.

Parking

Parking in the carpark is limited and at the users' risk. Do not obstruct driveways or block the road.

Fire Evacuation Procedures

IN CASE OF FIRE

The hirer is deemed the "Responsible Person" and is designated the person in charge of the Hall during the period of hire.

The Responsible Person is strongly advised to record the name of each person attending the event.

1. In the event of a Fire, the Responsible Person shall instruct all persons to leave the building using the nearest available Emergency Exit and to muster together as soon as possible in the car park or on the Playing Field. A Roll Call shall be taken.
2. No matter how small the fire, THE FIRE BRIGADE MUST BE CALLED ON 999 giving the address: ***Ardley with Fewcott Village Hall, Ardley Road, Ardley with Fewcott, Bicester, OX27 7PA.***
3. The Responsible Person shall ensure that once the Hall is vacated, members of the public do not re-enter the building under any circumstances.
4. On the arrival of the Fire Brigade, the Responsible Person shall inform the Officer in Charge that a Roll Call has been taken and all persons are safe or there are missing persons.
5. Attempts to extinguish the outbreak of the fire with the firefighting equipment within the Hall should only be attempted if it is considered safe to do so.
6. As soon as the foregoing steps have been carried out, the Responsible Person should inform the Bookings Secretary or Chairman of the situation.

Accident Reporting Procedure

The following must be reported to the Booking Secretary and an Accident Report Form (kept in the kitchen) must be duly completed:

- A death or injury
- A dangerous occurrence
- Any injury that results in a member of the public having to be taken to hospital.

In the event of an emergency, the nearest hospitals are:

Minor Injury Department:

Horton General Hospital
Oxford Road
Banbury OX16 9AL

Emergency Department:

John Radcliffe Hospital
Headley Way
Headington
Oxford
OX3 9DU

Insurance

A copy of the Certificate of Insurance is displayed on the Notice Board inside the Hall.

Contact information:

Booking Secretary 07554 432629
Chairman 07714 348295