

## **BEEDING & BRAMBER VILLAGE HALL**

Registered Charity No. 305435

### **HEALTH & SAFETY AT THE HALL**

#### **POLICY STATEMENT**

Beeding & Bramber Village Hall Council of Management (the Committee) considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. Our policy is to provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members and hirers.

It is the intention of the Committee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. To this end, the Committee will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

#### **USERS' RESPONSIBILITIES**

Users are defined as employees, regular and other users, hirers, visitors and contractors. Users shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority and Local Authority, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. All will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee and to accept responsibility to do everything they can to prevent injury to themselves or others and for the security and safety of the hall during the booked period. The following must be observed:-

- Each group must appoint someone to take charge of these responsibilities.
- If the premises are left at any time, all doors and windows must be locked.
- No prams, cycles or such like obstructions are to be brought into the Hall and the entrance hall and passageways are to be kept clear of obstructions at all times.
- Fire exits must not be blocked by chairs or tables at any time.
- The maximum number of people allowed in the Main Hall seated at tables is 100.
- The maximum number of people allowed in the Main Hall for dancing is 200.
- The maximum number of people allowed in the Main Hall for mixed seating and dancing is 150.
- Prior approval must be obtained for the use of explosives or highly flammable substances. There may be no firework displays, bonfires or beacons without Police and Fire Brigade prior approval.
- If booking a bouncy castle inside or outside the hall, it should not be moved from the position in which it is fixed by the provider. The use of the bouncy castle must be controlled by the hirer and supervised AT ALL TIMES.
- Prior permission must be sought from the Booking Secretary to bring in any electrical appliances, which must be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.
- All gas and electrical appliances should be checked and turned off at the end of the event. A search should be made for smouldering fires or cigarettes.

- First aid boxes are located in each kitchen. There are Accident Report Forms in the Health and Safety folder in the large kitchen which should be used to report accidents.
- Hypnotism is not allowed.
- If permission is granted by the Committee for a barbecue or carvery, the following advice is relevant:
  - There should be a means of fire extinguisher available
  - Only authorised persons should do the cooking
  - Food should be cooked adequately
  - The barbecue or carvery should be attended until cold
  - Ashes should be disposed of in a metal container with other waste material separate
  - The barbecue or carvery should be placed on level ground away from the building