

Chittlehampton Village Hall

Hirer's Health and Safety Terms and Conditions

Registered Charity: 1200197

Individuals or groups who hire the Hall (Hirers) are expected to comply with the following terms and conditions in support of the Chittlehampton Village Hall Health and Safety Policy which is separately available.

As part of their Hall booking contract, the Hirer is required to sign an acknowledgement of their responsibility to this policy. They or their representative is then responsible for the health & safety of the group during their use of the Hall facility.

Any point can be queried with the Hall's Health & Safety Officer whose word is final

1. Emergency services calls will have to be made on a mobile phone from a person present.
2. **All rubbish of all types must be removed from the building and the site by the hirer.**
3. **It is illegal to have a "real flame" in the Hall**
4. **No** smoking or vaping in any part of the building at any time.
5. **No** activities are allowed which involve danger to the public or illegal substances.
6. **No** obvious fire hazards are allowed on the premises.
7. **No** unauthorised heating appliances are to be used.
8. **No** hazardous substances (as regulated by COSHH) are to be used or stored in the hall.
9. **No** highly flammable substances shall be brought into or used in any part of the premises.
10. **No** internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected without the permission of the H&S Officer.
11. Care must be taken at all times at the edges of stage due to its 65cm shear drop to the floor of the main hall.
12. The hall can only be open between the hours of 7:00am and midnight. Evening sessions must end before 11:45 to allow time to completely clear the premises by midnight.
13. The Hirer must report all accidents involving injury to the public to a member of the Village Hall Trustees as soon as possible and complete an Accident Report Form which is filed in the Village Hall Folder in the kitchen.
14. Any failure of equipment belonging to the Village Hall must also be reported as soon as possible.
15. The Village Hall Health and Safety Representative will report any incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
16. It is recommended that the organizer of any event carries out their own risk assessment for their specific event. **Be wise before the event**

Safe Escape in the event of an Emergency

17. In the case of an emergency, including fire, it is the hirer's responsibility to inform their guests the location of the Fire Exits, the safety procedures and the ways to exit the building.
18. A responsible person must be designated prior to the event to take charge of evacuation and the number of people in the hall should be known to them.

19. There is **NO automatic fire alarm** in the Hall so any suspicion of a possible fire must be investigated immediately.
20. Hirers should acquaint themselves with all exits (normal & emergency) and these must be kept clear (internal & external) at all times such as not to impede emergency evacuation, this includes checking that emergency exits are unlocked and functional as intended.
21. All fire doors are marked as such and must be closed if any fire is suspected.
22. For any time there is multi-occupancy within the premises hirers must take into account the need for access and evacuation of all users.
23. In the event of an outbreak of fire however slight, the building must be evacuated immediately – fire extinguishers are provided at all exits to assist in clearing a path for emergency exit.
24. The **FIRE ASSEMBLY POINT** is in the far right hand corner the car park (facing the roadway) at a safe distance from the building.
25. Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire.
26. The Fire Service should then be called on 999.

Use of the Tea Kitchen

27. Any Hirer intending to provide catering (beyond light refreshments) must ensure there is a person responsible for food preparation that currently holds a food hygiene certificate.
28. The cooker must be switched off when not in use.
29. Care must be taken when preparing and using boiling water and when handling hot utensils or appliances.
30. The oven/hob should be supervised at all times when in use and never left unattended It remains hot well after being turned off.
31. The hot water urn is a scalding hazard and must only be used with care. Kettles must not be over filled.
32. Users must remove all food and waste at the end of their booking.
33. A hand wash facility is provided.
34. The kitchen and utensils should be left in a hygienic state for use by the next booking. If the kitchen has been left in an unhygienic state by a previous booking it must be reported to a representative of the Village Hall Booking Clerk.
35. The Hall does not arrange cleaning between each booking.

Safety Equipment

36. No safety equipment must be tampered with. If any faults are observed they must be reported as soon as practical to the H&S Officer.
37. In the event of a power failure an emergency lighting supply is automatically triggered to illuminate exit routes.
38. The emergency lighting may self-test at any time. No action must be taken to prevent this or cover the lights.
39. There is outside lighting on the east side of the hall and on the football pitch that may turn on. This is for the sole use of the air ambulance service landing site and must not be tampered with in any way.

First Aid

- 40. A First Aid box is kept in the Tea Kitchen, in a draw. Users must advise a member of the committee if any items have been used so they can be replaced.
- 41. A qualified First Aider is not provided by the hall facility. Users are advised to consider and resolve their own First Aid requirements.

Children

- 42. Children are to be supervised at all times. The hall has many features such as a kitchen; stage and storage cupboards which while necessary for hall activities, potentially offer hazards during careless and unacceptable behaviour.
- 43. Children under the age of 14 are not allowed in the kitchen. Young persons between the age of 14 and 18 must be supervised at all times by a responsible adult.
- 44. All cleaning products must be kept out of the reach of children.

Meeting Room

- 45. Care must be taken moving furniture in and out of this room and all items must be stored to avoid accidents from over-stacking.

Electrical Equipment

- 46. The Hirer must acquaint themselves with the position of the **2** Mains Breaker Switches.
- 47. Users are responsible for the safe operation of all equipment they bring into the Hall. No multi point adapters are allowed as they may cause over loading.
- 48. The Hall's electrical facilities are regularly inspected by authorised personnel and a certificate issued. Any user noting any questionable defect should report it immediately and where appropriate cease using the faulty appliance.
- 49. No electrical equipment is to be stored in the hall such that other user groups could mistake it for equipment provided as part of the hall booking.
- 50. Any users needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards.

Other areas of the Village Hall

- 51. Certain cupboards are locked for authorised access only.
- 52. The commercial kitchen, changing rooms and showers are strictly out of bounds unless specifically hired for the event.
- 53. Due to the Hall being in a residential area we request all users to respect our neighbours and to keep noise levels to a minimum.
- 54. Drivers must take care at all times whilst manoeuvring in the car park and exiting.

Policy	Hirer's Health and Safety Terms and Conditions
Date Adopted	September 2022
Date Reviewed	September 2023
Next Review Date	September 2024