

Figheldean Village Hall

Health & Safety Policy March 2018



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1.0 GENERAL STATEMENT OF HEALTH & SAFETY POLICY.

Figheldean Village Hall is a professional and safety conscious organisation which values the effective management of health, safety and welfare throughout all areas of its operations. The clear objective is to minimise harm to persons and property by adopting a proactive approach to effective risk, hazard and safety management.

All work will be carried out in accordance with best practice to the relevant statutory provisions with all reasonably practicable measures being taken to avoid risk to employees, volunteers, hirers and others who may be affected.

It is the policy of Figheldean Village Hall to :

- Provide healthy and safe working conditions, equipment, and systems of work for our employees, volunteers, hirers, visitors, contractors and others who may be affected.
- Keep the village hall, equipment and facilities in a safe condition for all users.
- Provide training and information as is necessary for all users of the facility.

Figheldean Village Hall Management Committee considers the promotion of the health, safety and welfare of its employees and all those who use the premises, including contractors working there, to be of great importance.

The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude to safety as well as the operation and maintenance of equipment and safe systems of work.

Employees, volunteers, hirers, visitors, contractors and others who may be affected are expected to recognise that there is a duty on them to comply with the safe practices set by the committee, explained in the hiring conditions or notices displayed in the premises or as directed by the hall managers, and all contracts are issued on this basis.

The operation of this policy and any associated arrangements will be monitored and reviewed on a regular basis to ensure they remain current and applicable to the village hall activities.

Signed (on behalf of the Management Committee)

Brian England (Chairman)

Date.

The full version of the Hall's Health & Safety Policy is located in the Health & Safety file located in the Kitchen near the First aid Box.

2.0 ORGANISATION & RESPONSIBILITIES

2.1 MANAGEMENT COMMITTEE

The Figheldean Village Hall Management Committee has overall responsibility for health and safety of Figheldean Village Hall.

The persons delegated by the Management Committee for day to day responsibility of the implementation of this policy are:

Name: Jackie Dryden & Tina Cole

Position: Village Hall Managers

Telephone No: 01980 671087 Jackie (07880510785) Tina (07737519899)

info@figheldeanvillagehall.co.uk

Address: Figheldean Village Hall

Pollen Lane, Figheldean, Salisbury, Wilts. SP4 8JR

Should anyone using the hall come across a fault, damage or other situation which may cause injury and cannot be rectified immediately they should inform the hall managers as soon as possible so the problem can be addressed. Where equipment is damaged it should not be used a “Do Not Use” sign placed on it (available in the kitchen) and removed to the store room nearest the stage if possible.

2.2 DUTY HOLDERS

The Hall Managers have day to day responsibility for specific areas including

First aid Kit

Reporting of Accidents

Fire equipment and inspections.

Hazardous substances & equipment

Risk Assessments and inspections

Supervision of Contractors

Information to hirers

Insurance

2.3 EMPLOYEES, VOLUNTEERS & VISITORS.

It is the duty of all employees, volunteers and visitors to take responsibility for themselves and others regarding behaviour and activities and to co-operate with the Management Committee in keeping the facility, including the grounds healthy and safe.

3.0 SAFETY ARRANGEMENTS.

The following health and safety arrangements are subject to the Health & Safety at Work Act 1974 and refer to all of the activities of Figheldean Village Hall.

3.1 ACCIDENT REPORTING & INVESTIGATION.

First Aid

This should be administered immediately and the Emergency services called where appropriate, there is a First Aid kit located in the kitchen. The Emergency services can be contacted by telephone using the 999 or 112 (from a mobile) number. The village hall is located in :

Pollen Lane Figheldean Salisbury Wilts SP4 8LG

The nearest A&E hospital is Salisbury District Hospital,

Odstock Road, Salisbury SP2 8BJ-----Tel. 01722 336262

All accidents or near misses must be reported to the Hall Managers at the earliest opportunity who will ensure (via Figheldean Village Hall Management Committee's Health & Safety representative) that any action required under RIDDOR 1995/ 2013 is duly and promptly carried out. Details of RIDDOR are included in the Health & Safety File.

In addition an Accident Information Form located in the Health & Safety file must be completed at the time of the accident by the person in charge and given to the Hall Managers so that Figheldean Village Hall Management Committee can make a detailed investigation of the accident and implement any changes necessary.

3.2 COMMUNICATING WITH EMPLOYEES, VOLUNTEERS, HIRERS & OTHERS.

All hirers will be expected to read the whole of the Standard Hiring Agreement and must sign the Booking Form as evidence that they agree to all the conditions stated in the Hiring Agreement. The hiring conditions shall inform all hirers about safety procedures at the hall which they will be expected to follow (e.g fire evacuation procedures, safety rules, use of equipment, how to report damage / breakages etc) and will describe the location of the Health & Safety File and the First Aid Kit.

Also as part of the hiring conditions all hirers shall be required to provide a mobile telephone contact number which they can be contacted on whilst using the hall.

The Management Committee encourages the creation of a positive culture which secures involvement and participation at all levels.

Health & Safety matters can be raised at the Management Committee meetings.

Appropriate health & safety notices shall be displayed at suitable locations in the village hall.

3.3 CONTRACTORS

The Management Committee and / or their representatives will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the committee.
- the contractors are competent to carry out the work (e.g have relevant qualifications, references, experience etc)
- the contractors have adequate public liability insurance cover.
- the contractors have carried out a risk assessment for the proposed work.
- the contractors have their own health & safety policy for their staff
- the contractors do not work alone on ladders at height.
- the contractors know which member of the committee is responsible for overseeing that their work is, as asked, and to a satisfactory standard and carried out in a professional manner.

3.4 ELECTRICAL SAFETY

The main hazards associated with electrical work include:

- Electrocution.
- Burns.
- Ignition of flammable gas.

- Machinery operating when thought to be isolated.

Any alterations or additions to the electrical installations or equipment must conform to the current regulations of The Institute of Electrical Engineers and be carried out with a suitably qualified and registered electrician.

All electrical installations shall be subject to NIC EIC checks by a competent electrical contractor at least 5 yearly.

Portable electrical equipment , that is anything with a plug and lead, provided in the village hall or brought in by a hirer to be used on the site must be PAT tested by a competent person and must bear a valid pass label dated within 12 months of the hire.

The Hall Managers shall carry out visual checks as part of the routine health and safety checks and shall remove from service and arrange repair of any appliances (including RCD's, extension leads, electrical kitchen equipment, etc) which have damage or show excessive signs of wear and tear.

Users are expected to report any faults or damage to electrical equipment, and not to use the equipment and to take it out of service.

Electrical equipment must not be plugged / unplugged with wet hands and sockets must not be allowed to get wet.

3.5 ENFORCING AUTHORITY

The enforcing authority whose health and safety inspectors cover Figcheldean Village Hall is:

Environmental Health Department

Salisbury District Council

The Council House

Bourne Hill

Salisbury

Wilts SP1 3UZ

Tel 01722-434632

Email

thecouncil@salisbury.gov.uk

3.6 EQUIPMENT, TOOLS & MACHINERY

Equipment provided for use at the village hall includes:

Kitchen Equipment	Electric cooker with Cooker Hood
	Dishwasher
	2 X Microwave Ovens
	Large Fridge
	Small Freezer
	2 X Electric Kettles
	2 X Electric Water Heaters
	2 X Slow Cookers
Cleaning Equipment	Carpet Cleaner
	Electric Vacuum Cleaner
	Mop and Bucket
Sports Equipment	Badminton Net
Heating Equipment	Electric Storage Heaters
	Electric Heating Panels (in the roof – back up heating)
	Electric Air Exchange Heating (Main Hall)

All of this equipment shall be regularly serviced and maintained. This includes electrical appliances and tools which require PAT testing at least annually. The Hall Managers will check this equipment on a monthly basis to ensure it remains safe and fit for use.

No person may use any machinery or equipment which they have not had suitable and sufficient training or instruction.

It is the responsibility of all persons to use any equipment in the manner in which it was intended and to report any defective equipment upon noticing to the Hall Managers.

Misuse or using equipment for any task other than for which it is intended will be deemed to be a contravention of this policy and may result in disciplinary action being taken against any such person.

Any equipment deemed to be defective or unsafe shall be removed from service immediately.

3.7 FIRE & EMERGENCIES

Fire hazards that could be present at Figheldean Village Hall could include:

Flammable liquids (e.g. cleaning products) and gases (e.g. aerosols).

Electrical equipment producing heat (e.g. heaters, grills)

Damage to electrical cables and plugs.

Overloading of electrical sockets.

Storage of combustible materials near sources of ignition (such as a boiler or cooker)

Smoking and matches.

Emergency heating and lighting (e.g. portable heaters, candles)

Figheldean Village Hall shall be subject to a Fire Risk Assessment carried out annually by a competent person.

The Fire Risk Assessment shall be located in the Health & Safety file in the kitchen.

Local Fire Service contact is:

Community Safety Officer, Wiltshire Fire Service. (Tel 01225-756544)

List of fire safety equipment:

Emergency Lighting	Checked and recorded monthly by Hall Managers.
Fire Exits	Checked and recorded monthly by Hall Managers.
Fire Extinguishers	Checked visually and recorded monthly by Hall Managers.
Fire Extinguishers	Annual check by specialist fire extinguisher contactor.

Employees, hirers and volunteers, including those working for other organisations using the premises, shall be provided with information about the risks identified and preventative and protective measures to be taken, including what action they should take in the event of a fire.

Fire action notices are displayed in the

The Kitchen, Entrance Foyer & Hall Fire Doors.

Where necessary, arrangements shall be made to ensure compliance with the Disability Discrimination Act 1995 with regard to fire safety. This will include identifying persons requiring specific fire safety needs and the provision of suitable fire safety measures to ensure that any such person is not disadvantaged should a fire occur.

3.8 FIRST AID & WELFARE

The First Aid Kit is located in:

The Kitchen

The First Aid Kit and its contents are inspected regularly and is the responsibility of the Hall Managers.

The location of the First Aid kit shall be communicated to all users of the premises by way of a notice in the Entrance Foyer and written into the Hiring Agreement.

All organisations using the hall regularly are encouraged to provide a First Aider (particularly where children are involved) or an appointed person (to take charge in an emergency). For larger public events the organiser shall provide adequate First aid cover.

3.9 FOOD HYGIENE

Hirers should be made aware at the time of booking the importance of basic food hygiene standards if using the kitchen facilities. Information on food hygiene can be obtained from Alan & Judy Hayes (Hall Managers - 01980 671290) A copy of the food hygiene basics are displayed in the kitchen.

Outside caterers may be used for some events, these persons shall be required to hold a valid Food Hygiene Certificates.

The kitchen is subject to inspection by Salisbury District Council Environmental Health Services.

The kitchen and all catering areas support hygiene control by adopting practices that will reduce the risk of clean food becoming contaminated and by measures in place to prevent the spread of bacteria and ensure chemical and physical hazards do not contaminate the food.

Controlling food to food contamination.

Persons should always assume that raw meat and especially poultry are heavily infected with bacteria when brought into the kitchen.

To prevent cross contamination persons should:

Identify and separate parts of the work area for dealing with

Raw meat/poultry

Other foods which will be eaten without further treatment (e.g. cooking)

Keep other raw foods away from foods that could be similarly contaminated.

Keep the raw foods on the lower shelves of the refrigerator and other foods above them.

If prepared foods cannot be stored in the refrigerator they should be placed in the coolest part of the room, kept covered away from any windows or waste bins and nowhere near to where cleaning is taking place.

Controlling equipment to food contamination.

Contaminated surfaces or equipment will pass on bacteria to food with which it comes into contact.

Thoroughly and immediately clean work surfaces where raw meat and poultry have been handled.

Keep utensils and equipment used in the preparation of raw meat and poultry separate from those used for other foods. This can be achieved by colour coding them or if this is not possible, they must be thoroughly washed and disinfected before being used on any other foods.

Maintain a high standard of general cleanliness of worktops and equipment.

Keep separate wiping cloths for use with different kinds of foods.

Keep wiping cloths used for raw food areas out of other areas.

Use disposable cloths if possible.

Work with clean cloths and disinfect them regularly.

Controlling contamination from food handler to the food

Food that passed its shelf life should never be used or offered for sale.

Raw and high risk foods should never be mixed or handled with the same utensils.

Avoid handling unwrapped foods, tongs, gloves, bags or wrappers should be used.

Avoid touching the parts of the dishes and cutlery that comes into contact with food.

Never blow into bags to open them.

Food or wrapping material that have been on the floor should never be used.

Do not lick your fingers when handling food or wrapping materials. Foods should be tasted only once with a clean spoon which should be washed before tasting again.

Hands should be washed frequently throughout the day.

Make sure utensils and equipment are kept clean.

Damaged or spoilt goods, or goods which are to be returned need to be kept separate from other goods.

The highest standards of personal hygiene must be maintained at all times.

Always wash your hands after using the W.C., before starting work and returning to work, after a break during the day, after eating, smoking, blowing your nose, touching your mouth, ears and hair, after handling waste food or refuse, any contact with waste bins, between handling raw food and high risk foods, after carrying out any cleaning activity

Be aware that wearing personal jewellery can harbour bacteria which can be transferred to food or equipment, keep this to an absolute minimum, hand jewellery should be covered (use disposable gloves)

Heavy smelling perfumes can taint food products

Hair should be completely covered

Wear washable or disposable protective clothing

Outdoor clothes and footwear should not be worn or stored in the kitchen.

Footwear should have non slip soles, kept clean and be fit for purpose.

Cuts, grazes and spots should be covered with a detectable (usually blue) waterproof dressing.

No one suffering from diarrhoea, vomiting, skin infections, heavy colds, and discharges from the eyes should handle food.

Stop bacteria multiplying

This is achieved by adequate temperature control. Hot food should be kept hot (63 degrees C or above) and cold food cold. When preparing food it should be kept out of the danger zone (5 – 63 degrees C) and foods prepared as quickly as possible and either cooked or refrigerated, not left at room temperature where bacteria will multiply.

Freezers should operate at -18 degrees C

Refrigerators should be operating at 1- 4 degrees C

Hot food should be held at 63 degrees C or above

Cooked food should reach at least 75 degrees C

Cleaning and disinfection

“Clean as you go” involves keeping things clean and tidy as you work rather than leaving things until later (e.g washing and disinfecting a chopping board immediately after use)

All food and hand contacts surfaces must be disinfected frequently.

3.10 HAZARDOUS SUBSTANCES

Most substances used at the village hall are not very hazardous (e.g. mild cleaning products) and the use of these products is restricted to the caretaker and hall managers.

The caretaker shall be made aware by the Hall Managers of any potential hazards, how to use the products, how to deal with spillages, how to store them correctly and any first aid advice given in accordance with the Material Safety Data Sheets. The Material Safety Data sheets to be kept on file and available when needed..

From time to time there may be the need to use more hazardous substances for maintenance work. In such circumstances a more detailed risk assessment may need to be carried out.

Many substances can be potentially dangerous in certain circumstances (e.g. household bleach mixed with other household cleaners can give off poisonous gas which is extremely dangerous in confined spaces such as toilets).

3.11 HOUSEKEEPING

The Management Committee recognises it owes a duty of care to users of the premises, even if they are trespassers. The duty of care applies to uninvited persons and persons exercising a private right of way over the premises if:

They are aware of a danger or have reasonable grounds to believe it exists.

They know, or have reasonable grounds to believe, that the trespasser is in the vicinity of the danger concerned or that the trespasser may come into the vicinity of the danger and:

The risk from the danger is one from which, in all circumstances, the Committee may be expected to offer the trespasser some protection.

This is particularly relevant to the village hall car park and footpath. (e.g Using the car park for an unauthorised activity such as skate boarding or ball games). The Management Committee shall give warning of any danger by installing a fixed notice discouraging people from undertaking the activity and from taking the risk. Any significant temporary hazard such as deep potholes should be fenced off until the hazard has been dealt with.

Some general housekeeping points to be aware of include:

Cleaning materials, and associated equipment to be cleared away when not in use.

Warning signs shall be displayed in key places, e.g. “No children allowed in the kitchen”

Stage sides and steps shall be clearly marked with white stripes and any moveable stage steps shall be secured in place.

Combustible materials shall not be stored near sources of ignition (e.g boiler rooms)

Avoid creating slipping hazards on stairs, polished or wet floors – mop up spills immediately)

Avoid creating tripping hazards such as buggies, umbrellas, etc stored in unsuitable locations.

Ensure adequate lighting in poorly lit areas.

Risk to individuals while in sole occupancy of the building.

Risks involved when using kitchen equipment (knives, cooker etc)

Avoid creating toppling hazards by poor storage.

3.12 INSURANCE

Public Liability Insurance is provided by

Name of Insurer: Zurich

Policy Number: VVH-272027-8283

Date of Renewal: 21st March 2019

3.13 LICENCES

The village hall has a licence authorising the following regulated entertainment and licensable activities:

Performance of plays

Indoor sporting events

Live music performance

Playing of recorded music

Performance of dance

License issued by: Salisbury District Council

Date issued ; 24 November 2005 (No expiry date)

3.14 MANUAL HANDLING

Manual Handling includes all activities where personnel are required to have contact with a load, e.g. lifting, pulling, pushing, twisting, bending etc.

Key manual handling tasks carried out at the hall include:

The setting out and clearing of furniture

The setting out and clearing away of Sports equipment.

Handling of kitchen equipment

Transferring items to/from storage areas

Ways to control manual handling hazards to include:

Employees, volunteers and hirers to be given information on safe manual handling techniques

Chairs stacked to a maximum of 5 high

Employees, volunteers and hirers advised not to attempt to lift loads which are too heavy, too bulky, too difficult to get hold of, or hazardous.

Employees, volunteers and hirers to be encouraged to use trolleys where possible

Careful storage of heavy or bulky items

Employees and volunteers and hirers to be instructed to adopt approved manual handling techniques, and before undertaking any manual handling activity consider the task, their individual capability, the load, its destination and environment where the task is being carried out.

Employees and volunteers or hirers must not lift or carry anything which is likely to cause them injury.

3.15 MONITORING HEALTH & SAFETY.

Health and safety monitoring systems active within the village hall include;

Hiring checks before after each hire etc.	Hall Managers
External lighting (monthly)	Hall Managers
First Aid Kit (monthly)	Hall Managers
Fire equipment (monthly)	Hall Managers
Annual review of the policy and risk assessments	Hall Committee via H&S representative

These regular reviews and safety checks to be recorded and to be kept on file.

All employees, volunteers and users of the hall are encouraged to bring any health and safety concerns to the attention of the Hall Managers so that they can be dealt with by the village hall Management Committee.

3.16 PERSONAL PROTECTIVE CLOTHING

It is the responsibility of the Management Committee to provide free of charge any PPE as identified to allow staff to conduct their work in a safe manner.

It is the responsibility of the staff to wear PPE identified for a task and to maintain the PPE in good condition.

Contractors must provide and wear their own PPE

3.17 RISK ASSESSMENT

The Management of the Health & Safety Regulations 1999 require that work related activities are assessed to determine the risks involved.

The intention of Risk Assessment is to identify hazards and thus reduce any associated risks to the lowest level possible and in so doing reduce the likelihood of accidents occurring.

Risk Assessments are carried out as necessary and reviewed annually by The Management Committee.

Risk Assessments are stored in the Health & Safety file.

These shall be monitored by the Hall Managers on an ongoing basis to ensure the necessary controls are in place and being applied.

3.18 SMOKING & DRUGS

The village hall operates a “No Smoking” policy throughout it’s premises in order to safeguard the health of non-smokers and to keep within the law.

No smoking signs shall be displayed in the smoke free areas of the premises.

Unlawful drugs must not be brought onto or consumed in or around the premises.

3.19 WASTE & ENVIRONMENTAL

Hirers are responsible for ensuring any waste produced by them is placed in the sacks provided by the Hall Managers and removed from site as detailed in the Hiring Agreement.

3.20 WORKING AT HEIGHT

The Hall Managers will determine the type of equipment suitable to be used for working at height for each specific job.

The safe use of the access equipment will be dependent on good quality equipment, conforming to a recognised standard, correctly assembled by a competent person, used by a trained end user and in a suitable and sufficient work area and space.

Contractors are currently used to replace high level bulbs in the main hall.

High level cleaning is carried out currently using a reach pole from floor level.

Ladders & Stepladders

Before using ladders and stepladders, operatives are required to check they are safe and suitable for use, secured in place, treads not damaged, no screws or bolts missing.

Operatives shall not use the top third of the stepladder unless a platform with guard rail is provided.

Do not use aluminium ladders or stepladders for electrical work.

Do not overreach when working off a ladder or stepladder.

Ladders must be secured or footed at an angle of 75 degrees (1metre out for every 4 metres high and the working platform to be 1.5 metres below the height of the extended ladder.

Any faults or damage to ladders or stepladders must be reported to the Hall Managers.

Do not work alone.

3.21 STANDARD CONDITIONS OF HIRE AND SAFETY RULES FOR FIGHELDEAN VILLAGE HALL

All hirers will be expected to read the whole of the Standard Hiring Conditions and Safety Rules and must sign the Booking Form as evidence that they agree to these Conditions and Rules which inform hirers about procedures at the Hall which they are expected to follow.

1. The Hirer will, during the period of hire, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort and the behaviour of all persons, especially minors, using these premises, whatever their capacity, including proper supervision of car parking to avoid obstruction of Pollen Lane. The last person leaving the premises will be required to check and insure that:-
 - Water taps are turned off, including showers if hired
 - Windows are closed and secured
 - Fire doors and exterior doors are shut and secured/locked
 - Interior fire doors are closed as per signs
 - All lights are switched off and the building is completely empty of personnel
2. The Hirer undertakes to ensure that all noise, however made, is not at a level to cause a nuisance or disturbance to any persons living in the vicinity. The Committee and its duly appointed members reserve the right in their absolute discretion to terminate the Hirers use of the Hall if the noise levels are deemed to be unacceptable by the Hall's official representative. If the hire period is terminated due to excessive noise levels then no refund of hire fees or any consequential or other losses will be paid. The Hirer shall ensure that minimum noise is made on arrival and departure.
3. Firework displays are not allowed except with prior permission. They must be notified in advance to the Manager and supervised by a suitably qualified and insured person, who with the hirer will be held responsible for causing excess noise (see Para 2 above) or damage to the property. Displays must keep to the statutory national time limits of 11.00pm on all days, except Guy Fawkes Night (12.00 midnight) and New Years Eve (1.00am on New Year's Day).

4. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor for any commercial business use, nor do anything to bring onto the premises that may endanger the same or contravene any insurance policies thereof.
5. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
6. The Hirer shall, if preparing, serving, or selling food observe all relevant food, health and hygiene legislation and regulations.
7. The Hirer shall inform the Manager and shall ensure that any electrical appliance brought by them to the premises and used there shall be in good safe working order, used in a safe manner and protected by an appropriate fuse.
8. The Hirer shall be responsible for obtaining such licences as may be needed for the sale, supply or consumption of intoxicating liquor, or from the Performing Rights Society for the observance of their conditions, and for all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, The Local Magistrate's Court or otherwise. The Hirer shall produce such licence(s) to the Manager at least 24 hours before the commencement of hire.
9. If the Hirer wishes to cancel the booking less than seven days before the date of the event, payment or repayment of fees will be at the discretion of the Committee.
10. The cost of hiring the Hall, or part thereof, shall be at the rate prevailing on the date of the event. Details are available from the Hall Managers and are displayed on the Hall notice board.
11. The Hirer shall indemnify the Committee for the cost of the repair or replacement of any damage done to any part of the property, including the contents of the building and surrounding area during or as a result of the hire. This specifically includes china, cutlery, glasses, tea cloths etc.
12. At the end of the hire, the Hirer shall be responsible for leaving the premises and surrounding areas in a clean and tidy condition and any items (including tables and chairs) removed from their usual storage position shall be properly replaced.
13. The hirer shall be responsible for the removal and disposal of all rubbish/waste from the Hall and it's surrounding area, refuse bags will be provided.
14. The Committee reserves the right to withhold the cost of repair, cleaning or waste removal (see 9, 10 & 11 above) from the special deposit. The Committee also reserves the right to refuse all bookings should they appear to be detrimental in any

way to the premises, or the neighbourhood. All events must start after 08.00hrs and cease by 23.00 hrs unless prior arrangements have been made with the Committee.

15. The Figheldean Village Hall Committee does not accept any responsibility at any time for any equipment, property or possessions left on the premises including vehicles in the car park before, during or after the period of hire.

16. Roller blades, heelys and black soled shoes must not be worn in the Hall.

SAFETY RULES

It is the intention of Figheldean Village Hall Management Committee to comply with all Health & 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.

The Health & Safety Risk Assessments and Health & Safety Policy Documents will be available in the health & Safety File, together with the Accident Book in the kitchen.

Employees, volunteers, hirers and visitors will be expected to recognise there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the hiring agreement and with the safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Hirers must have a fully charged mobile telephone available at all times for emergency use.

The following practices **MUST BE FOLLOWED** in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the Hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps ladders or at height until they are properly secured and another person is present.
- Do not leave portable electrical appliances operating whilst unattended.
- Do not bring onto the property any portable appliances which have not been PAT tested.
- Do not attempt to move heavy or bulky items (e.g stacked tables or chairs) – use trolleys provided.
- Do not stack more than 5 chairs.
- Do not attempt to carry or tip a water heater when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen unless supervised by an adult at all times.

- Wear suitable protective clothing when handling cleaning or other hazardous materials.
- Be aware and seek to avoid the following risks:
 1. Creating slipping hazards on stairs, polished or wet floors – mop spills immediately.
 2. Creating tripping hazards such as buggies, umbrellas, mops and other items left in foyer or corridors.
 3. Use adequate lighting to avoid tripping in poorly lit areas.
 4. Risk to individuals while in sole occupancy of the building.
 5. Risks involved in handling kitchen equipment e.g. cooker, water heater and knives.
 6. Creating toppling hazards by piling equipment e.g. in store cupboards.

Evidence of damage or faults to equipment or the building's facilities and all accidents, however trivial, must be reported to the Hall Managers as soon as possible.

THE HIRER IS TOTALLY RESPONSIBLE FOR PROVIDING SUITABLE INSURANCE COVER RELATING TO THE PURPOSE FOR WHICH THE HALL IS BEING HIRED.