

HEALTH AND SAFETY POLICY BROOKWOOD MEMORIAL HALLS

The **Hall Committee** is aware of and accepts its responsibility to all hall users and employees to ensure, as far as reasonably practicable, their health, safety and welfare. All reasonable steps will be taken by the Hall Committee to meet this responsibility by:

- Providing a safe place for sport or leisure pursuits.
- Providing information and instructions on appliances and equipment provided by the Hall Committee.
- Providing welfare facilities up to standard to ensure a healthy environment.
- Carrying out regular safety checks on all portable electrical appliances (PAT) and other equipment provided by the Hall Committee.
- Adopting laid down fire regulations.
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June 2020 – A separate Covid-19 Protection Policy is completed

1 Provision of a safe place.

- Good housekeeping ensures a safe place for recreation or leisure.
- Each hall user has a responsibility for themselves and others and should act accordingly, by maintaining a clean and tidy hall at all times. The user group leaders should check the hall after each function.
- Keep walkways and fire exits clear at all times.
- Report any damage or faults of the building or equipment as soon as possible to the hall secretary or a committee member, and/or record it in the Report Book in the kitchen.
- All items in storage areas must be placed tidily so that they do not encroach on to the fire exit route or cause a hazard to users.
- No substances hazardous to health are to be stored on the premises.
- No children should be allowed to occupy the kitchen or stage without adult supervision.
- Stage users should be alert to the risk of falling from the stage front.
- Hirers preparing or storing food must comply with associated guidance to avoid risks of food contamination.
- Children should not be unsupervised, especially in the grounds, car park and driveway.
- No staff or volunteers or users should work alone with equipment such as ladders, power tools etc in a manner or condition where accidents may occur or injured persons not be able to call on and receive prompt assistance.
- The Committee is responsible for regular monitoring for unsafe conditions by review of the halls at least monthly and assisted by reports from hirers or cleaner of problems which may require attention.
- Contractors and suppliers working on site are responsible for the safety of themselves and their staff and associates whilst on the premises, and for the safety of others affected by their activities. Hot Work is not permitted without checklist completion with a Committee member.

2 Manuals and Instructions

Manuals and instructions are available in the Kitchen drawer to give clear instructions for the use of Hall electrical equipment.

3 Welfare

- Clean washing, toilet, catering facilities and first aid kit (in kitchen) are available for all hall users. Separate toilet facilities are available in the Large Hall for disabled. A defibrillator is located between the Halls with signage in each Hall.
- Each hall user has a responsibility when using these facilities, to leave them in as clean a manner as they would like to use them. Problems should be reported in the Report Book in the kitchen and/or to a Committee member.
- Hirers with members or guests who are disabled, elderly, infirm or young are responsible for making any special arrangements for their safety whilst at the Hall.

4 Maintenance

The Hall Committee will ensure that annual safety checks are carried out on all hall portable equipment and appliances.

- PAT checks will be carried out annually on all Hall electrical equipment. Users are responsible for the safety of any equipment they bring.
- All Hall fire extinguishers will be checked annually.
- Central heating boilers will be serviced annually.
- Electrical system installation will be checked each second year and when major changes are made.

5 Fire Precautions

- All fire exit routes must be kept free from obstruction and exit doors not locked or fastened so that they may be easily and immediately opened by persons leaving the hall.
- All equipment installed as a fire precaution will be maintained in efficient working order. Electrical sockets must not be overloaded, in particular no linking of extension sockets is permitted.
- Inflammable material to be stored should be kept to a minimum.
- No smoking policy must be observed throughout the hall and all facilities.
- Hall users have a responsibility to make themselves aware of fire exits so that, in the event of a fire, they can raise the alarm and evacuate the building as quickly as possible and assemble at the green on Connaught Crescent away from the entrance drive
- Hall users detecting fire or smoke should alert all users and should follow the evacuation plan displayed.
- Fire extinguishing equipment is available and use instructions are displayed. Users operating the equipment should not take undue risks.
- It is the responsibility of the person in charge of the let to check all persons have evacuated the building i.e. all toilets, kitchen, meeting room and store, unless his or her life would be put in danger by doing so. It is the responsibility of the person in charge of the let to make any arrangements needed for safe evacuation of people who may require special assistance.

This policy statement is approved and issued by the Management Committee, Brookwood Memorial Hall. The statement is subject to annual review. All hirers are expected to observe the policies herein.