

Funtington & District Village Hall

Health & Safety

Hall User Safety Manual

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Safety Rules

All Hall users, including but not limited to committee members, hirers, visitors and contractors, are expected to recognise that there is a duty on them to comply with the practices and procedures set out by the Management Committee, with all safety requirements set out in the Hiring Agreement, safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others. Accordingly, the following rules are applicable to all Hall users:

- (1) It is the duty of all Hall users to take care of themselves and other who may be affected by their activities and to cooperate with the Management Committee in keeping the premises, including the grounds, safe and healthy.
- (2) Should anyone using the Hall come across a fault, damage or other situation which may cause injury and which cannot be rectified immediately they should inform the relevant person as shown on the List of Hall Contacts which is displayed on the notice board in the entrance lobby of the Hall as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.
- (3) All hirers will be expected to read the whole of the Hiring Agreement and must sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information and training by the Booking Secretary about safety procedures at the Village Hall which they will be expected to follow (e.g. fire evacuation procedures, use of equipment) and will be shown the location of the Hall User Safety Manual.

Safety Practices

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 duration of Hall occupancy.
- Do **not** operate or touch any electrical equipment where there are signs of damage, exposure of components, 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 while unattended.
- Only bring on to the property any portable electrical appliances (weighing less than 18 kg) which are in satisfactory working condition.
- Take care when moving heavy or bulky items (e.g. stacked tables or chairs).
- Do **not** stack more than five chairs.
- Do **not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Ensure that children's activities are properly supervised at all times.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Report any evidence of damage or faults to equipment or the building's facilities to a committee member as shown on the List of Hall Contacts *.
- Report every accident to the Hon. Secretary and complete an Incident Report form (which can be found at the back of this manual) *.
- Be aware of and seek to avoid the following risks:
 - Creating slipping hazards on steps, polished or wet floors — mop spills immediately.
 - Creating tripping hazards such as leaving buggies, umbrellas, mops and other items in halls and corridors.
 - Use adequate lighting to avoid tripping in poorly lit areas.
 - Risk to individuals while in sole occupancy of the building.
 - Risks involved in handling kitchen equipment, e.g. cooker, water heater and knives.
 - Creating toppling hazards by piling equipment, e.g. in store cupboards.
 - Contact details for committee members are shown on the List of Hall Contacts which can be found on the notice board in the entrance lobby of the Hall.

Courtesy Considerations

The Funtington & District Village Hall is located within the residential area of West Ashling. As a courtesy to nearby residents, please ensure that the following practices are followed.

Prevention of noise nuisance and disturbance

At all times, Hall users are requested to be aware of and to minimise potential noise nuisance and disturbance to local residents.

During evening events, doors and windows should be closed no later than 10 p.m. and curtains should be drawn to help prevent any noise disturbance.

People wishing to go outside during an event are of course welcome to do so but should be considerate of possible disturbance to local residents.

Car Parking

There is limited car parking space available at the Hall and at many events it is therefore necessary for people to park on the road near the Hall. Whilst there are no official parking restrictions in the surrounding area, car drivers are asked to be considerate of local residents' access requirements to their own homes as some of the nearby houses have driveways where it is difficult to negotiate safely to and from the main roadway.

Procedure in case of Accidents

(1) Useful information:

First Aid	A first aid box is kept in one of the cupboards in the kitchen. Its location is clearly marked on the cupboard door.
Telephone	A telephone is situated in the entrance lobby of the Hall. No coins are needed for '999' emergency calls. The next nearest public telephone is on Southbrook Road. Leave the Hall and turn left into Southbrook Road. The telephone kiosk is located at approximately 150m. on the left hand side.
Nearest hospital Accident & Emergency department	St. Richards Hospital, Spitalfields Lane, Chichester Telephone: 01243 788122

(2) Any accident or incident relating to the health of an individual **must** be reported to the Hon. Secretary. Contact details can be found on the List of Hall Contacts on the notice board in the entrance lobby of the Hall.

(3) Incident Report forms are kept with this file. A form must be completed whenever an event occurs.

Procedure in case of Fire

- (1) In the event of a fire, the person in charge of the Hall or function must instruct all persons to leave the building using the nearest available exit and to gather at the assembly point. The assembly point is in the nearby children's playground. The entrance to the playground leads directly from the vehicle access ramp from Southbrook Road into the car park.
- (2) The person in charge should ensure that:
 - disabled Hall users are assisted to safely evacuate the building,
 - the Hall building has been completely evacuated,
 - if safe to do so, cars are moved from the car park to allow access for emergency fire vehicles.
- (3) Call the Fire Brigade.
 - ▶ There is a coin-operated telephone in the entrance lobby of the Hall. No coins are needed for '999' emergency calls. The next nearest public telephone is on Southbrook Road. Leave the Hall and turn left into Southbrook Road. The telephone kiosk is located at approximately 150m. on the left hand side.
 - ▶ Dial 999 and give the following address:

Funtington & District Village Hall, Southbrook Road, West Ashling.
- (4) Attendants should ensure that once the Hall has been evacuated, members of the public do not re-enter the building for any reason whatsoever.
- (5) On the arrival of the Fire Brigade, the person in charge of the Hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.
- (6) Attendants should **only** attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.

Fire Safety Equipment

The fire safety equipment located in the Hall should **only** be used to extinguish an outbreak of fire if it is considered safe to do so. In case of any doubt, refer to the Procedure in Case of Fire above and take appropriate action.

Fire extinguishers are located in the main auditorium, on the stage, in the Jessie Sparkes Room and the kitchen. Each extinguisher is clearly labelled to show its use and operating instructions are clearly visible. A fire blanket is kept in the kitchen located close to the oven.

The location of all fire safety equipment is shown in Appendix A – Plan of the Hall on page 10 of this document.

Use of Kitchen Facilities

Kitchen equipment includes an electric cooker, a hot cupboard for keeping cooked food warm in readiness for serving, an electric water urn and a number of electric kettles. Please note that no refrigeration facilities are provided.

The kitchen facilities are not suitable for food preparation on a large scale but can be used for storing cooked or chilled food brought on to the premises to be served on the same day. Foods that normally need to be kept chilled can be kept unchilled for up to four hours to allow them to be served. Food that will be served hot can be kept warm in the hot cupboard until required.

DO:

- ✓ Be careful when using any of the kitchen equipment.
- ✓ Remember to turn electrical appliances off after use.
- ✓ Keep all kitchen surfaces clean and mop up any spills as they happen.
- ✓ Wash and dry your hands regularly when handling food.
- ✓ Dispose of waste carefully.
 - General waste can be disposed of in the waste bin provided in the kitchen. When full or at the end of a session this should be emptied into the black wheeled bin outside the exit door from the kitchen.
 - Recyclable waste (paper, cleaned plastic bottles and tins) should be disposed of in the maroon recycling wheeled bin outside the exit door from the kitchen.
 - Glass bottles should be taken to a bottle bank.
- ✓ Leave the kitchen in the condition in which you find it.

DO NOT

- ✗ Allow children unsupervised in the kitchen.

Operation of Emergency Exits

There are three emergency exits from the Hall:

- (1) the main door to the Hall leading from the entrance lobby into the car park,
- (2) double doors directly from the main auditorium into the car park,
- (3) the door in the kitchen leading to the garden area at the rear of the Hall.

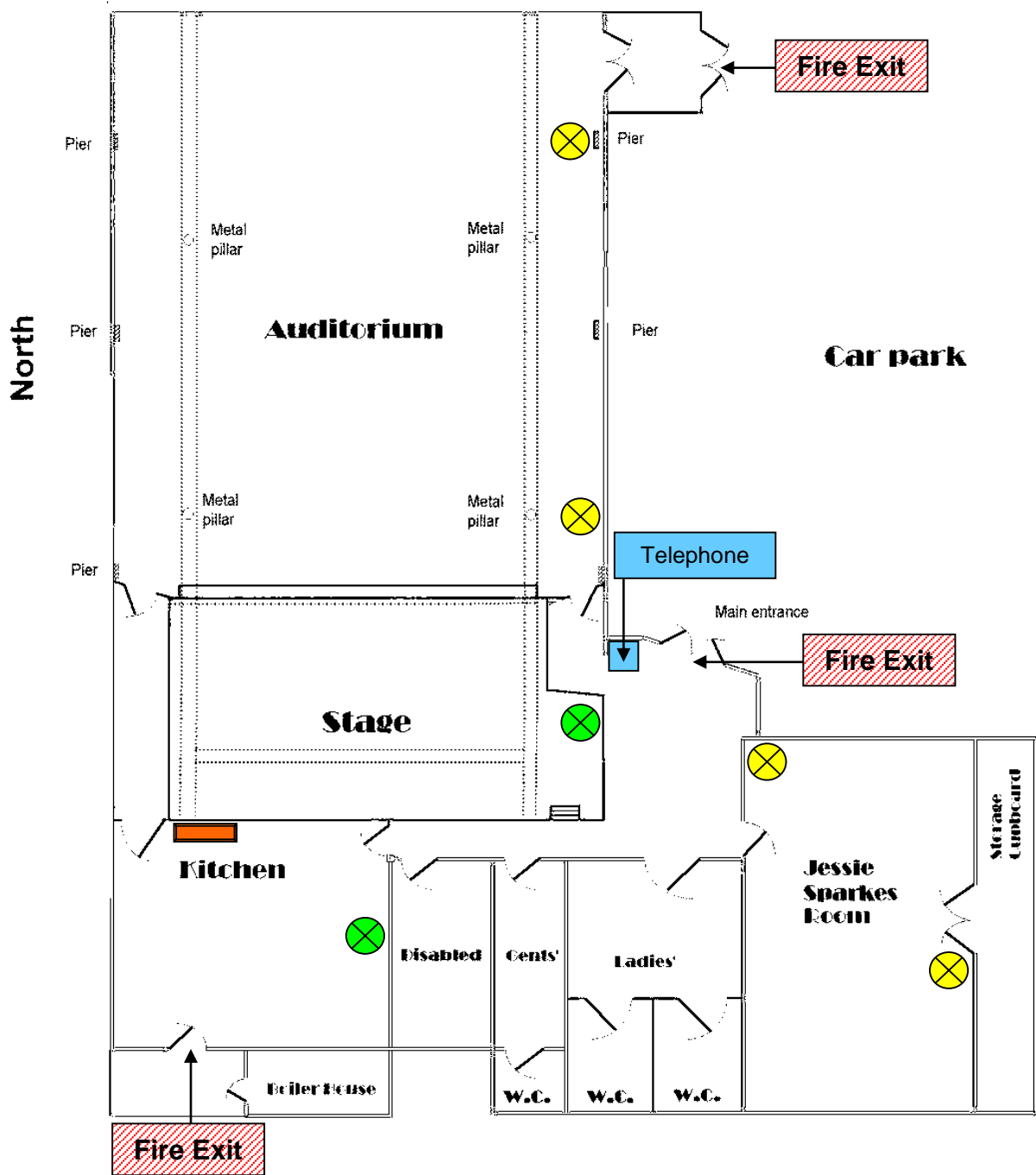
The person in charge of the Hall or function must ensure that all emergency exit doors are kept clear and unlocked during the period when the Hall is in use.

End of Session Checklist




At the end of a session, the person in charge of the Hall or function should carry out the following action:

- Search for smouldering fires or cigarettes left burning and clear waste paper and debris.
- Check that heaters and cookers are turned off.
- Check that all electrical appliances are turned off and unplugged.
- Turn out all lights not required for security purposes.
- Close all internal doors.
- Secure all outside doors, including emergency exits, and windows.

Appendix A – Plan of the Hall



Key

-  Fire extinguisher - water
-  Fire extinguisher – CO₂
-  Fire blanket