

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 suchlike obstructions are to be brought into the Hall.
- Only Guide Dogs will be allowed in the building.
- Fire exits must not be blocked by chairs or tables at any time.

The maximum number of people allowed in the Large Room is 50.

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 150.

The maximum number of people allowed in the Main Hall for mixed seating and dancing is 120.

- 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 for use inside or outside the hall, it should not be moved from the position in which it is fixed by the provider and it must be on a mat in order to protect the floor. 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.
- 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

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FIRE EMERGENCY ACTION PLAN

The fire exits are located:

- in the main hall (through double doors leading onto the front of the building)
- in corridor on right hand side at back of hall
- Inside large back room
- inside small back room

The fire exits must remain clear at all times

Fire extinguishers are located:

- one by back door
- one by small back room
- two by double front doors
- one on stage
- two by main kitchen
- fire blanket in the large kitchen

Fire extinguishers only to be used by people who have had the appropriate training.

FIRE DRILL

In the event of a fire raise an alarm to alert all people in the Hall by breaking the glass of the call point.

When the fire alarm is heard, THE PERSON IN CHARGE OF THE HALL OR FUNCTION will:

- instruct all persons to leave the building, using the nearest available fire exits.
- switch off all equipment if safe to do so.
- be the last person to evacuate the building and close all doors behind them.
- count the number of people at the function and also at the **assembly point which is the car park opposite the hall**
- ensure those present do not run and do not stop for personal belongings
- ensure that children and any vulnerable persons are escorted
- check toilets especially the disabled toilet
- **call the fire brigade**

Use a mobile phone ,or the nearest telephone is directly opposite the main entrance door. The number is 01903 814856.

Dial 999 and give this address: BEEDING & BRAMBER VILLAGE HALL, HIGH STREET, UPPER BEEDING. BN44 3WN

Once the Hall has been evacuated, nobody should re-enter the building.

On the arrival of the Fire Brigade, the person in charge of the hall/function should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.