

Appendix 2

RAVENSDEN VILLAGE HALL: SAFETY

The First Aid Box is located in the kitchen. Accident records are located in a section of a file marked *Ravensden Village Hall* which is kept in the kitchen.

Accidents must be recorded whenever an accident occurs.

Any accident must be reported at a convenient time to the member of the management committee responsible, who is: The Duty Officer. Tel: 07999 87 876

Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers are provided with information on the hire form and by the duty officer (if further assistance is required) of safety procedures at the hall which they are expected to follow (e.g. fire evacuation procedures, use of equipment). The location of the accident records and health and safety details are a section of a file marked *Ravensden Village Hall* which is kept in the kitchen.

It is the intention of RAVENSDEN Hall Management 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.

Employees, hirers and visitors will be expected to recognise that 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 safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out risk assessments. The following practices **must** be followed in order to minimise risks:

1. **Make sure** that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
2. **Be aware** that the land at the rear is uneven and the northern boundary of the grounds is adjacent to a fast, deep water course. The boundary fencing adjacent to the brook is suitably signed but **parents are responsible for ensuring their children's safety at all times, and especially when playing outside**
3. **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
4. **Do not** work on steps, ladders or at height until they are properly secured and **another person is present**
5. **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
6. **Do not** stack more than four chairs
7. **In the kitchen do:**
 - I. not touch hot surfaces
 - II. not allow children in the kitchen except under close supervision.
 - III. not allow over-crowding in the kitchen
 - IV. take great care when moving and draining hot pans.
8. **Wear** suitable protective clothing when handling cleaning or other toxic materials
9. **Report** any evidence of damage or faults to equipment or the building's facilities in the faults book kept in the kitchen.
10. **Be aware and seek to avoid the following risks:**
 - I. creating slipping hazards on wet floors – mop spills immediately
 - II. creating tripping hazards such as buggies, umbrellas, mops and other items left anywhere in the building
 - III. use adequate lighting.
 - IV. risk to individuals while in sole occupancy of the building
 - V. risks involved in handling kitchen equipment e.g. cooker, water heater and knives
 - VI. creating toppling hazards by piling equipment e.g. in store cupboards.