

## GUIDANCE FOR USE OF CLYFFE PYPARD & BUSHTON VILLAGE HALL

This Guidance for Use for the hall contain many health and safety aspects. All hirers will be expected to read the conditions and should sign the hiring form as evidence that they agree to the conditions. The Conditions of Use state that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

### **Premises**

- The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.
- Wet floors must be made safe.
- Any floor coverings should lie flat.
- Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.
- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
- All hirers should acquaint themselves with the position of the fuse box/main switch.
- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- All hirers should fully acquaint themselves with the position and mode of operation of all fire extinguishers.
- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
- If the oven/cooker is in use it should be monitored.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- Due care should be exercised in the car park area.
- All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- Care should be exercised when replacing tables and chairs onto the trolley and be mindful of the potential for injury to hands/fingers if due care is not exercised.
- Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

## **Working Practices**

It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:

- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.

Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:

- o Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- o Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
- o Ask for help if necessary.
- o Do not work at height, on steps or ladders until they are properly secured and another person is present.

Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

## **Hygiene**

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

- Disposable paper hand towels should be disposed of in the bins provided.
- Plastic gloves are readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before food preparation.
- All rubbish from any event should be removed by the hirer.

## **First Aid**

A labelled First Aid Box is available in the main kitchen.

**Accident Book**

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the kitchen. See book for details.

Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details in the Accident Book for the attention of the Committee.