

## FRIETH VILLAGE HALL – HEALTH & SAFETY GUIDELINES

Please note that all Hall Hirers are legally responsible for ensuring the safe use of the hall during the period of their rental. This requires a common-sense approach with particular attention to the following:

<b>CAPACITY</b>	The maximum capacity of the hall is 100.
<b>SOLE OCCUPANCY</b>	If you are going to be alone in the hall, make sure someone else knows of your intention.
<b>WORK AT HEIGHT</b>	Always use the step ladder provided. Ensure it is properly secured with another person present. Do not over reach. Do not stand on chairs or tables.
<b>MANUAL HANDLING</b>	Be aware of the risk of injury through incorrectly lifting or moving heavy or bulky items. Ask for help instead of trying to do it alone.
<b>STORED EQUIPMENT</b>	Do not allow children into the store room unsupervised. Ensure that you stack and store items safely after use, paying particular attention to the instructions for chairs and tables and items stored on shelves.
<b>FIRE</b>	<b>Be aware of the location of fire extinguishers and fire exits. Fire exits are located at the hall front doors and the back door by the toilets. Keep fire exits and passageways clear at all times. Please leave space for the rear hall door to open inwards against the wall in an emergency. Fire extinguishers are located in the main hall, back corridor and kitchen. DO NOT USE DRY ICE, SMOKE OR ANYTHING LIKELY TO AFFECT THE SMOKE ALARMS. DO NOT LEAVE CANDLES/TEA LIGHTS UNATTENDED AND USE FIREPROOF CONTAINERS. EXTINGUISH AND REMOVE ALL CANDLES AND TEA LIGHTS AT THE END OF YOUR EVENT. Close fire doors when leaving the building.</b>
<b>ELECTRICITY</b>	Do not operate or touch electrical equipment where there are signs of damage or water penetration. Do not leave portable electrical appliances unattended when in use.
<b>HOT WATER &amp; APPLIANCES</b>	Be aware of kitchen hazards and do not allow children into the kitchen area unsupervised. Be aware of hot water when using the WC hand basins.
<b>SLIP/TRIP HAZARDS</b>	Clean up any spillages as soon as they occur and keep the floor free of clutter. Be aware of raised thresholds, uneven surfaces and mats.
<b>HAZARDOUS SUBSTANCES</b>	Keep all hazardous substances in their original containers and out of reach of children. Wear suitable clothing when handling/using cleaning materials or other potentially hazardous substances.
<b>PARISH COUNCIL CAR PARK</b>	Be aware of moving vehicles and uneven surfaces in the car park. Do not allow children to leave the hall unsupervised.

Please report all accidents whether or not they result in injury and ensure the details are recorded in the Accident Book kept by the First Aid box. Please report any items missing from the First Aid box situated in the kitchen.