

PORTFIELD COMMUNITY HALL HEALTH AND SAFETY POLICY

Aims

To provide a healthy and safe environment for hall users
To implement all statutory requirements
To ensure that risk assessments are carried out regularly
To seek guidance from qualified professionals where necessary

This policy has particular relevance to those organising functions in the Hall.

Emergency Calls

These are to be made by the User on a mobile phone.

Fire Prevention

The following measures are to be taken by the Hall Committee to minimise fire risk:

- No smoking is allowed in the building.
- No activities are allowed which involve abnormal danger.
- No obvious fire hazards are allowed.
- No unauthorised heating appliances are to be used.
- No hazardous substances are to be used or stored.
- No combustible decorations should be put up without permission of the Committee.

Accidents and Injuries

- Users should report all accidents of a serious nature to the Key Holder or Hall Manager and complete an Accident Report Form.
- Any failure of equipment should be reported.

Emergency Exits & Stairs

- Users should check that exits are unobstructed and unlocked.
- The stairs in the building are narrow and steep, extreme care should be taken when in use.

Fire Evacuation

- This should be in accordance with the Hall Fire Safety Policy.

Use of the Kitchen

- Users intending to provide catering (beyond drinks and food which is already prepared) should hold a Level 2 Food Safety in Catering Certificate or equivalent qualification approved by the CIEH.
- The cooker should be switched off at the wall when not in use.
- Care should be taken when using appliances such as the hot water heater and the cooker.
- Users should remove all unused food and waste when they leave.
- The kitchen and equipment should be left in a hygienic state.
- If anything is found in an unhygienic state it should be reported to the Hall Manager.

General points

- The First Aid box is in the Kitchen and users are asked to advise if items have been used.
- A First Aider is not provided and users should resolve their own First Aid requirements.
- Children should be supervised at all times and not allowed in the kitchen.
- Users are responsible for the safe operation of all equipment they bring into the Hall.
- All electrical appliances must be used in a safe manner.
- Users should avoid having trailing leads.
- Drivers should take care when leaving the car park and keep speed to a minimum down the driveway.
- Users are asked to keep noise level to a minimum.

Hall Committee Responsibilities

The Committee undertakes to :

- Provide a First Aid box and Accident and Injury forms.
- Provide hand washing and cleaning facilities in the kitchen.
- Provide a fire blanket in the kitchen and fire extinguishers around the building.
- Have all portable electrical appliances tested regularly
- Report serious incidents in accordance with reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Have all exits and fire doors signed.
- Carry out regular risk assessments.

The Committee will deal with any complaints and will review the policy annually.

Adopted by Portfield Community Hall Committee on

Signed.....PCH Chair

Print.....