

Metfield Village Hall Health and Safety Policy

Metfield Village Hall will take reasonable measures to ensure that the hall and its equipment are maintained to a standard that provides a safe environment for its users.

The building will be regularly checked for faults, but users are requested to report any defects to the committee, either directly or through the Facilities Manager as soon as possible. Number can be found on the notice board.

Accidents

An accident book is provided in the kitchen draw. The accident book should be used to record the details of any accidents at the time they occur. A member of the Village Hall committee will check this weekly and remove any written notes for confidentiality. These are then all kept securely for 21 years from the date of the accident.

We realise that some user groups will have their own Accident Books, which they are required to fill in. However, we cannot accept any responsibility for any accidents not logged in the Village Halls Accident Book.

First Aid

First aid box also in the kitchen draw next to accident book, this box is checked weekly. However, we recommend each hirer have their own first aid kit and we take no responsibility if not.

Fire

Smoking is not permitted in the building or grounds.

People using the building are requested to familiarise themselves with the fire exits/routes. Users should maintain a register and in the event of a fire a designated person, should be responsible for taking it out of the building. The designated person should ensure everyone on the register is accounted for.

Anyone discovering a fire should call 999. The building should be evacuated and assemble at the church wall. The hirer should call the emergency services. Evacuated people should remain together, at your group's assembly point. Under no circumstances should anyone return to the building, until it is deemed safe to do so by the fire service.

User groups are responsible for carrying out their own fire drills and arranging their own fire assembly points, as far away from the building as possible. User groups are asked not to use the break glass devices during fire drills, improper use will result in the group being charged for replacement.

Fire extinguishers are provided and maintained. Metfield Village Hall Committee do not recommend these are used, any person using the fire extinguishers, do so at their own risk.

Metfield Village Hall Committee ensures that the security/emergency lighting and alarm system is checked annually by a qualified electrician, and alarm tests will be done on a regular basis by the Facilities Manager.

Do not obstruct fire exits/routes with furniture or equipment, or leave any inflammable items within the Village Hall.

Security

Metfield Village Hall Committee will take reasonable measures to ensure that the building is kept secure.

1. The main entrance is secured by 1 lock the foyer). Permanent Authorized Hirers hold their own key, Main door should be locked at all times when there is no authorized persons or hirer in the building .
2. All users should ensure that the building is secure when they leave. **Under no circumstances should the building remain unlocked when there is no one in the premises.**

Insurance

Metfield Village Hall has public liability insurance for its own activities, but users are advised that they need to ensure that they have adequate insurance cover for their own activities and property.

Metfield Village Hall accepts **no responsibility for the property of groups using the building, it is suggested that you obtain your own insurance for your own belongings if appropriate.**

Personal Safety

We do not recommend people work alone in the building, but we recognize on occasions this cannot be avoided. If you have to work alone we recommend that the main door is locked (i.e. by closing the door with the key), provided you still have three clear fire escape routes available.

Electrical Equipment

Metfield Village Hall Committee arranges for a portable appliance safety test to be done annually, on all electrical items that we know are used in the building. We pay for communal items to be tested. Items used by individual user groups should be paid for by the specific group. Each appliance will be labelled stating the date of the check. Any items that fail the test will also be labelled and should not be used again. The owner should arrange for the item to be disposed of.

It is the responsibility of the user groups, to ensure that any electrical appliance (old or new) brought into the Hall, meets the safety pat test requirements.

Metfield Village Hall Committee reserves the right to remove any item without a pat PASS sticker.

Signed.....L McEvoy.....Date.....October 2017.....

Review (AGM 2018)