

# Lazonby Village Hall

## Health and Safety Policy



It is the intention of Lazonby Village Hall Management Committee (LVHMC) 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.

The Health and Safety File is kept on the windowsill in the Jubilee Room.

Everyone who uses the hall, including employees, hirers, visitors and volunteers, are expected to recognise their individual and collective duty to comply with the practices set out by the committee, with all safety requirements set out in this policy, The Hirer's Guide, and with safety notices on the premises, and to act responsibly to do everything they can to prevent injury or harm to themselves or others.

### Prevention and mitigation of risk of accidents

To assist in the prevention of accidents, report any evidence of damage or faults to equipment or the building's facilities to LVHMC: [lazonbyvillagehall@btinternet.co.uk](mailto:lazonbyvillagehall@btinternet.co.uk)

- Record every accident in the accident book (kept in kitchen drawers) and the committee. (This is so the committee is aware of any action that may need to be taken to prevent a similar accident.)
- A First Aid Kit is kept with the accident book in the kitchen. This is checked regularly, however, please notify LVHMC if items are missing or inadequate.
- LVH's risk assessment is available on the website.
- Hirers are strongly encouraged to make themselves familiar with the risk assessment and to disseminate the information to their group.
- Hirers are strongly encouraged develop their own risk assessment, especially where the needs of the group may require extra attention or there are large numbers present.
- **The nearest defibrillator can be found outside the fire station.**
- **The nearest GP surgery is at Kirkoswald. Telephone 01768 898560.**
- **What 3 Words location is scarf.songbirds.laptop.**

### General

Be aware and seek to avoid the following risks:

- Slipping, or tripping hazards – keep thoroughfares clear and be mindful of bags/equipment on the floor.
- Mop spills immediately.
- Use adequate lighting.
- Take precautions if lone working – tell someone that you are going to be in the hall and for how long. Take a mobile phone.
- Take extra care when handling kitchen equipment.

### Working at height

- Do not work at height without the use of steps or ladders and only with another person present to hold the ladder.
- Stepladders are stored behind the stage, securely hooked onto the pegs behind the stage. Always inspect before use.

### Moving and handling

- Where possible, use the stairs to move equipment from under the stage, rather than removing the panel at the front of the stage which should only be used when absolutely necessary. It must be laid flat after removal and if small children are present, the opening to the storage area must be always supervised. This area poses a significant risk of trapped fingers or falling.
- Always ensure the panel on the front of the stage is locked securely after use, and the key returned to its storage place, hung on a peg on the wall to the right of the sinks in the kitchen.
- When moving the folding tables, be careful of trapping fingers in the folding leg mechanism.

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- Seek assistance when moving heavy objects.

### Ensuring the safety of children using the village hall

- Children using the hall must always be appropriately supervised by responsible adults.
- All hirers must comply with the Safeguarding Policy.
- The safety gates provided must be used when small children are present in LVH to prevent trapped fingers, falls on stairs, access to the kitchen, and to prevent children running out onto the road through the push-open fire doors from the Main Hall. These can be found at the doorways into the kitchen, at the internal double doors between the Main Hall and the main entrance lobby, at the foot of the stairs to the right of the stage.
- Children must not be permitted to play in the entrance lobby or left there unsupervised. The floor slopes downwards towards the push-open fire doors onto the road.
- Children in the kitchen:
  - No children aged under 5
  - Children aged under 16 only if supervised by a responsible adult age 18 or over
  - A maximum of 2 children at any one time.

### Chemicals

- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Ensure toxic substances, even seemingly innocuous substances, e.g., washing up liquid, are kept out of reach of children.

### Electricity

- It is the responsibility of the hirer to know how to isolate the electricity supply in case of an emergency. From the perspective of standing in the main hall facing the stage, the isolator switch is located up the steps to the right of the stage, turn left *behind* the stage, passing through the door. The switches are just after the small toilet area on the right, in a wooden box on the wall in front of the window in the recess on the right.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc. Notify LVHMC immediately.
- All electrical equipment brought in by the hirer or any 3rd party must be in good condition and be used appropriately. It is recommended that such equipment is safety tested (PAT) where it is used in LVH on a regular basis.
- LVHMC does not accept any liability for any electrical equipment brought in by hirers or 3rd party service provider.
- Electrical equipment that does not belong to LVH, can only be stored on the premises with the express permission of LVHMC and must have a current PAT certificate.
- Electrical equipment supplied by LVH is regularly tested for safety (PAT).
- No extensions or alterations to the electrical system or the internal structure of the building or the stage will be allowed without the written permission of LVHMC and, if permission is granted, work can only be carried out by suitably qualified personnel holding their own public liability insurance.
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### Alterations to the hall

- Any temporary extensions, constructions or alterations made by the hirer, that LVHMC has permitted, must be covered by the hirer's own public liability insurance. Any cost relating to such temporary extensions, constructions, alterations, reinstatement or repair will be borne by the hirer.

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### Equipment

- It is the responsibility of the hirer to ensure that any equipment provided by themselves at their event, or which has been agreed by LVHMC to have stored in the hall, is regularly inspected and that the appropriate certificate is obtained where appropriate.
- The hirer is responsible for the safe use of any ladders or stepladders brought in by themselves.

### Explosives and flammable substances

- Sources of ignition, e.g., candles, tea lights, fireworks, Chinese lanterns, etc., are not permitted on the premises, including the exterior of the building.
- No internal decorations of a combustible nature should be erected without the consent of LVHMC. No decorations are to be put up near light fittings or heaters.

### Drunk and disorderly behaviour and supply of illegal drugs

- Hirers must ensure, that to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:
  - No one attending the event consumes excessive amounts of alcohol
  - No illegal drugs are brought onto the premises.
- Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity.
- Anyone suspected or being under the influence of drugs whilst on the premises will be asked to leave and reported to the relevant authority.
- Anyone who is behaving in a violent or disorderly way will be asked to leave the premises and may be reported to the relevant authority.

### Food health and hygiene

- If preparing, serving or selling food, all [Food Safety Legislation](#) must be observed.

### Animals

- No animals except guide or assistance dogs are permitted on the premises, without express permission of the committee.

## FIRE SAFETY

- **Hirers are responsible for ensuring all people at their group or event are aware of what to do in the event of a fire/ fire alarm going off and wherever possible, should have a list of attendees to brief the fire crew in the event of a fire.**
- Hirers should ensure they have a working mobile phone with reception.
- LVHMC must be notified of every fire safety incident, including false alarms so that the fire alarm can be reset.
- The fire alarm box is situated at the Jubilee Room entrance lobby – in the event of a fire, this will show where the fire is.
- Dial 999 to summon the Fire Service.
- LVH postcode is CA10 1AQ.
- If the fire alarm goes off, evacuate everyone to the assembly point in front of Croglin Toys (turn right out of LVH and down the main street about 20 metres on the right-hand side).
- If fire is detected by sight or smell, raise the alarm using the fire alarm boxes situated at all exits. This will alert *everyone* who is in the building, including the adjoining living accommodation.
- A small fire could be tackled using the fire extinguishers or fire blanket as appropriate, but the main message is to *get out and stay out*.
- Do not stop to collect personal belongings.
- Fire exits are clearly marked to both sides of the stage, through the Jubilee Room and out of the Main Hall doors.

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- Should a fire occur in the area under the stage, leave immediately using the stairs to the left or right. From the position of facing the exterior wall onto Scaur Lane, if using the stairs to the left, turn right into the corridor and out of the fire door onto Scaur Lane. If using the stairs to the right, at the top of the stairs, there is a fire exit on the right onto Scaur Lane.
- When the fire alarm is activated, the electrical supply on the stage is automatically disconnected. This is to ensure that the noise from a band or disco does not drown out the sound of the alarm. The electricity supply will reconnect when the fire alarm is reset.
- LVHMC must be notified at the time of booking if the event will involve use of smoke machines or similar, as this is likely to activate the fire alarm.
- Check that all emergency exit doors are clear, free from obstruction and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not leave fire doors propped open.