

## Acklington Village Hall Health and Safety Information for Hirers (updated Oct 2024)

It is the intention of Acklington Village Hall Management Committee 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.

Employees, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.**
- **Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.**
- **Do not work on steps, ladders or at height until they are properly secured and another person is present.**
- **Do not leave portable electrical or gas appliances operating while unattended.**
- **Do not bring into the property any portable electrical appliances which have not been Portable Appliance Tested.**
- **Do not attempt to move heavy or bulky items (eg. stacked tables or chairs) – use the trolleys provided.**
- **Do not stack more than three chairs in the Main Hall and 5 in the Guyzance Room..**
- **Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.**
- **Do not allow children in the kitchen except under close supervision (eg for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.**
- **Report any evidence of damage or faults to equipment or the building's facilities to Alison Sharpe (bookings secretary, tel 01670 761451)**
- **Report every accident in the accident book and to Alison Sharpe**
- **Be aware and seek to avoid the following risks:**
  - (a) **Creating slipping hazards on stairs, polished or wet floors,- mop spills immediately**
  - (b) **Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors**
  - (c) **Use adequate lighting to avoid tripping in poorly lit areas**
  - (d) **Risk to individuals while in sole occupancy of the building**
  - (e) **Risks involved in handling kitchen equipment eg cookers, water heaters and knives**
  - (f) **Creating toppling hazards by piling equipment eg. In store cupboards.**