

Health & Safety Policy

Policy Statement

This document is compiled and maintained by the Pavilion Management Committee, hereinafter referred to as the "Committee". The Committee seeks to provide a healthy and safe environment within the building, and provide advice and information to all employees, hirers, users and contractors.

Responsibilities

On behalf of Hornton Parish Council, the Committee has overall day to day responsibility for health and safety within the Pavilion. The Committee will:

- Comply with all relevant statutory requirements for public health and safety.
- Seek guidance from qualified professionals when required.
- Conduct annual Risk Assessments to identify potential hazards and take measures to avoid or reduce.
- Check emergency lighting, smoke detectors and fire doors (monthly).
- Arrange fire extinguisher inspections (every year), electrical appliance testing (every year) and fixed wiring testing (every three years).
- Keep records of Risk Assessments and safety inspections for future reference.
- Ensure that employees, hirers, users and contractors are made aware of their own responsibilities when on the premises. It is a condition of hire that all users follow the health and safety requirements below.

General Requirements

- Smoking is not permitted anywhere within the building at any time.
- Tea lights, candles, naked flames and pyrotechnics are not permitted in the building without written permission of the Committee.
- Heavy or bulky items should not be moved without the proper equipment.
- Chairs should not be stacked more than seven high.
- Children must be supervised at all times.
- Users are responsible for the safe operation of all equipment that they bring into the building.
- Care must be taken when handling boiling water.
- No highly flammable materials should be brought into the building.
- All rubbish must be removed when leaving the building.

Fire Safety

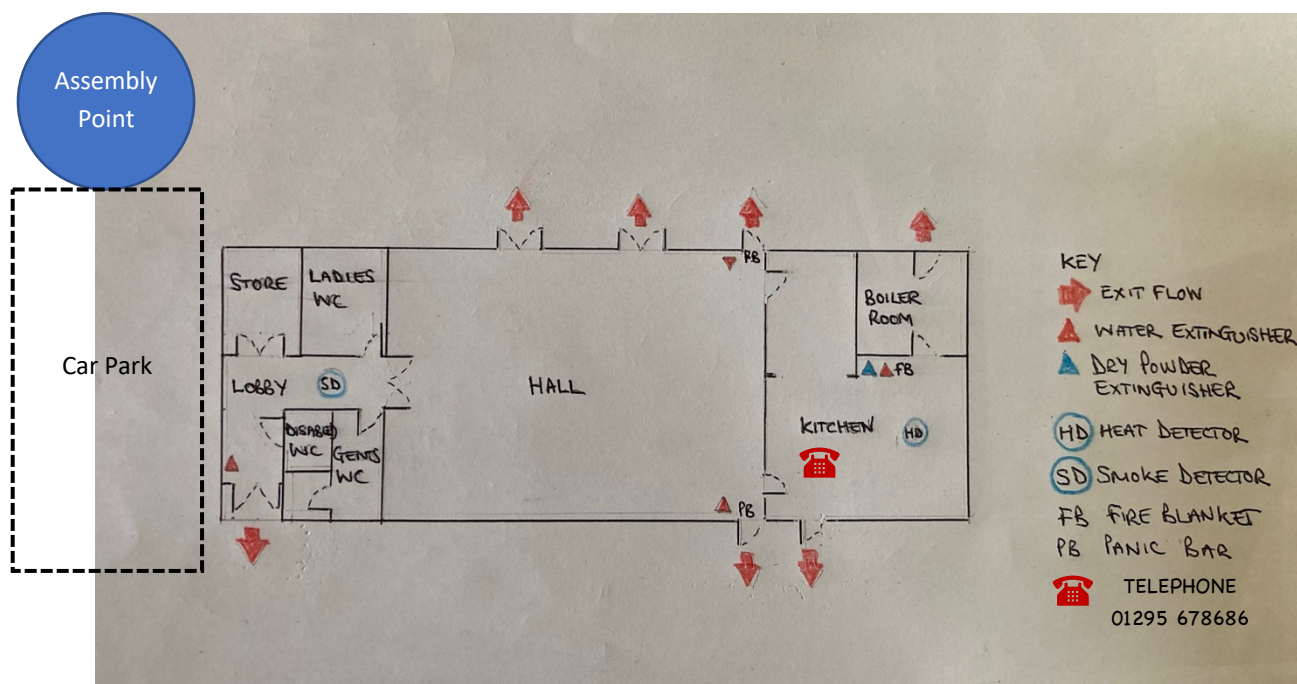
- Users should acquaint themselves with all exits points (see plan).
- One person to be nominated as a fire marshal. There is a telephone located under the serving counter.
- The entrance doors and patio doors must be unlocked when the building is occupied.
- Fire doors are identified with overhead signs and must not be blocked.
- Firefighting equipment is provided adjacent to the fire doors, in the lobby and in the kitchen (see plan).
- In the event of a fire, the building must be evacuated and the fire marshal must call 999.
- Children and disabled users must be given assistance to exit the building.
- The assembly point is next to the car park. The fire marshal is responsible to confirm everyone is present and wait until the fire service arrives.

Accidents & Emergencies

- A First Aid Kit is located in a labelled drawer in the kitchen.
- All accidents must be recorded in the Accident Report Book stored with the First Aid Kit.
- The nearest doctor's surgery is: Shenington Surgery, Stocking Lane, Shenington. OX15 6NF. 01295 678124.
- The nearest A&E department is: Horton General Hospital, Oxford Road, Banbury. OX16 9AL.
- The nearest defibrillator is: Hornton Methodist Chapel, Millers Lane, Hornton. OX15 6BS (see plan).

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Exit Points, Fire Fighting Equipment & Assembly Point



Location of Defibrillator

