

## Health & Safety

It is the intention of the 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.

Our policy is to maintain the village hall, equipment and grounds in a safe condition for all users.

It is the duty of all hirers and visitors to

- comply with the terms and conditions set out by the committee in our separate terms and conditions document
- comply with all health and safety requirements set out in this document and also on the safety notices to be found on our noticeboards on the premises
- accept responsibility to do everything they can to prevent injury to themselves or others in the hall and the grounds.

**Please note that the Hirer is the Responsible Person referred to throughout this document. There is separate information about the Emergency Plan for the Responsible Person on pages 2 and 3 of this document which the Responsible Person must follow.**

The Responsible Person for any event must consider safety before and during the event.

If you have any Incident, Injury or Near Miss, the Responsible Person must call for help, if required, from the emergency services.

The Responsible Person must report the incident to the Booking Secretary as soon as possible using the Incident Report form and also by email to [contact@yelvertonvillagehall.co.uk](mailto:contact@yelvertonvillagehall.co.uk) This will enable the committee to investigate all incidents with a view to preventing any future occurrences.

Incident Forms are available in the meeting room (the Sue Delooze room), on top of the filing cabinet behind the door.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Bookings Secretary by email at [contact@yelvertonvillagehall.co.uk](mailto:contact@yelvertonvillagehall.co.uk) as soon as possible so that the problem can be dealt with.

Where equipment is damaged a notice should be placed on it warning that it is not to be used and the equipment should be placed in the meeting room so that it will not be used.

**Please now read the information on the following pages which sets out the Emergency Plan for the Responsible Person.**

## Emergency Plan for the Responsible Person

As the responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event.

### **Before the event or function you should be aware of:**

- What fire protection systems are present;
- How a fire will be detected;
- How people will be warned.
- If there is a fire, what people should do if they discover a fire;
- How the evacuation of the premises should be carried out;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- Arrangements for fighting fire;
- Specific arrangements, if necessary, for high fire- risk areas;
- How the fire and rescue service and any other necessary services will be called;
- Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of flammable materials;
- What instruction helpers will need and the arrangements for ensuring that this information is given;
- Limitation on numbers of people.

### **Before the event or function you should decide:**

- Who will supervise and ensure the safety of children at all times;
- Who will ensure that the front door is kept closed at all times to prevent unauthorized intruders;

#### The arrangements for fighting fire;

- Who have specific responsibilities if there is a fire;
- The arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children;
- How you will proceed if life safety systems are out of order,
- Who will be responsible for calling the fire and rescue service and any other necessary services;
- Who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of flammable materials; and
- Your plans to deal with people once they have left the premises, especially children.

### **At the start of the event or function you should notify all those present about:**

- The No smoking policy;
- The emergency warning signal;
- Who is supervising and how to identify them;
- Location of exits and escape routes;
- Taking only valuables immediately to hand but not to go to collect other belongings;
- The location of the assembly point in the car park; and what will happen after that (e.g. re-entry to the building).

**During the event or function you should ensure that:**

- The safety of children is ensured at all times;
- Escape routes and exits do not become blocked;
- The No Smoking policy is adhered to;
- No naked flames are started e.g. candles (unless authorised);
- Where naked flames are present that combustible material is kept clear;
- Rooms do not become overcrowded;
- Noise levels cannot drown out a shouted fire alarm; and
- If necessary, the number of persons in the premises must be limited or controlled.

The Trust does not accept liability for accidents caused by play or entertainment equipment brought onto the premises, e.g. bouncy castles or sound systems. Parents are advised to check with the hirer regarding public liability insurance.

Yelverton Village Hall 2023