



## **Health and Safety Advice for Users**

Users of the Village Hall should be aware of potential hazards and risks. Basic guidelines covering required methods of conduct and courses of action etc. have been developed and are listed below.

Users of the Village Hall should adopt and practise a common sense and responsible attitude towards Health and Safety. The Claygate Village Hall Association's Health and Safety Policy is available on the website [www.claygatevillagehall.co.uk](http://www.claygatevillagehall.co.uk)

PARTICULAR ATTENTION SHOULD BE GIVEN BY USERS TO THE FOLLOWING:

1. Risk of electric shock from equipment and/or damaged or dangerously exposed parts of the general electrical installation
2. Risk of slipping on stairs, polished floors and/or wet floors
3. Risk of accident when using ladders, step ladders inside and outside the building
4. Risk of injury through incorrectly lifting/moving heavy or bulky items e.g. tables and stacked chairs
5. Inadequate use of artificial lighting e.g. in areas of insufficient natural light
6. Risk to any person while in sole occupancy of the building
7. Risks involving the handling, storing and use of cleaning or similar materials which may be toxic or dangerous
8. Risks involved in handling or using kitchen equipment e.g. knives, water heaters and the induction hob
9. Risks to children using the stage area and gallery

ADOPTION OF THE FOLLOWING PRACTICES WILL MINIMISE THESE AND OTHER POTENTIAL RISKS

MAKE SURE THAT ALL THE EMERGENCY EXIT DOORS ARE UNOBSTRUCTED AS SOON AS THE HALL IS TO BE USED

- 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 or ladders until they are properly secured and another person is present
- Do not stand on chairs or other objects not designed for standing on
- Do not leave portable electrical appliances or the induction hob operating whilst unattended
- Do not allow unaccompanied children into the kitchen area
- Do not allow unsupervised children on the stage
- Do not allow unauthorised persons in the gallery
- Do make full use of the trolley when moving chairs
- Do report any evidence of damage, potential damage or misuse of the building structure or contents and facilities to the Hall Manager
- Do wear suitable protective clothing when handling/using cleaning or other similar or toxic materials
- Do report any items used or missing from the first aid box to the Lettings manager or Hall Manager, using the Report book on the desk in the foyer
- Do report every accident (whether or not resulting injury to a person or damage to property) to the Hall Manager
- Do ensure that all relevant details of a personal accident are recorded on an Accident Reporting Form downloadable from our website or available on the Foyer desk.