

## **Kingston Village Hall**

### **Risk Assessments and Information on Safety for Booking Agreements**

It is the intention of Kingston 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, 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 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 secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested
- Do not attempt to move heavy or bulky items (eg stacked chairs) - use the trolleys provided
- Do not stack more than 8 chairs
- 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 overcrowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to Paul Wright
- Report every accident in the accident book and to the Booking Secretary, Sarah Wright

#### **Be aware and seek to avoid the following risks:**

- creating slipping hazards on stairs, polished or wet floors – mop up spills immediately
- creating tripping hazards such as buggies, umbrellas, mops etc left in pedestrian areas
- use adequate lighting to avoid tripping in poorly lit areas
- risk to individuals while in sole occupancy of the building
- risks involved in handling kitchen equipment eg cooker, water heater and knives
- creating toppling hazards by piling equipment eg in store cupboards.

#### **Contractors**

The management committee will check with contractors, before they start work that:

- the contract is clear and understood by both the contractors and the committee
- the contractors are competent to carry out the work eg have appropriate qualifications, references and experience
- contractors have adequate public liability insurance cover
- contractors have seen the health and safety file and are aware of any hazards which might arise (eg electricity cables or gas pipes)
- contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- contractors have their own health and safety policy for their staff
- the contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Signed: .....  
Chairman Kingston Village Hall Management Committee

Date: