LORD PIRBRIGHT'S HALL HEALTH & SAFETY POLICY 2022

The aim of this Health & Safety Policy is to provide, as far as is reasonably practicable, a safe place to work and hire through sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safety, and with care and attention to the health, safety and welfare of all who may be affected by the Hall's activities

Area/person	Controls
1. Fire prevention while Hall is in use	Fire Alarm & appliances must be fitted and regularly maintained. No decorations of a combustible nature (e.g. cotton wool or polystyrene) to be erected. Smoking not permitted anywhere in the Hall and Green Hut. Smoke effects for discos not recommended as they may set the alarm off. No highly flammable substances, including fireworks, to be brought into, or used, in any part of the Hall and grounds. Written permission for use of candles to be given by the Trustees' Secretary.
Personal injury to users when leaving building during a fire	Provision of safe assembly area in case of fire. All fire exits and gangways to be kept clear with no obstructions placed in them. Instructions for vacating the premises and using the alarm placed by the control panel in lobby area between the kitchen and clubroom.
2. Injury to staff and hirers through accident or negligence	Damage to the building or contents to be reported as soon as possible to the Trustees Secretary. Repairs to be carried out as soon as possible, if necessary by a competent contractor. All risks and public liability insurance in place; hirers to have own liability insurance or pay surcharge for cover via the Hall's policy. No members of the public may be admitted while the Hall is being cleaned or floors are still wet.
Injury to hirers through overcrowding	People in building to be restricted to 226 (recommended as 60 in Clubroom, 150 in Main Hall, 12 in Committee Room, 4 in kitchen approx).
Tables: personal injury through incorrect	Tables must be stored in trolleys and secured with straps.
storage & use Round tables: personal injury through legs collapsing	Tables must be erected by caretaker, safety catches to be in place.
Chairs: injuries caused by movement	Chairs should be placed in stacks of 6/7 and to be moved by trolley provided.
3. Safety of gas & electric appliances	Annual inspection of boiler, electrics, fire alarm & apparatus by contractors. Regular PAT testing on electrical appliances.
Slips & trips: personal injury to users from obstacles	No cables should be left trailing across floors; exits and gangways to be kept clear. Furniture to be replaced as found after use. Spent light bulbs to be replaced as soon as possible.

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5. Slips & trips: personal injury to users from wet/dirty floor.	Floors are to be swept and cleaned daily; no hirers or others to be admitted until floors are dry or "wet floor" notices to be used for spot cleaning. Spills to be mopped up and dried immediately.
6. Hygiene: risk of contamination from dirty surfaces and food waste	Thorough daily cleaning of cloakrooms and kitchen; provision of soap and towels for personal hygiene. Removal of all waste on daily basis. No disposal of food waste/fat/oils via the drainage system.
7. Events: Refreshments Risk of food poisoning from contaminated food or incorrect storage/handling	Hand washing facilities (separate bowl, towels & soap) provided. Refrigerator provided for use by hirers, fridge be kept at correct temperature.
	Food and refreshments for ticketed events to be handled hygienically and safely according to current food safety regulations. Cooks to hold Food Hygiene certificates; food handlers to wear clean aprons and to be offered latex gloves. Provenance of food served to be recorded; food to be kept chilled (below 8°) or reheated until piping hot (75°) as needed.
8. Events: Alcohol Risk to hirers, especially children, from alcohol being served or sold during events. Non-compliance of licensing objectives and conditions; failure to do so is an offence under section 136 of the Licensing Act 2003, for which the penalty can be a fine up to £20,000, six months in prison, or both.	Event organisers must inform the Hall's Secretary of their intention to serve or sell alcohol and obtain the appropriate licence and also sign a written agreement to comply with safety points & legislation relating to all aspects of the event. Risk assessments for major events to be provided + public liability insurance up to £5 million.
A. Prevention of crime & disorder	Adequate supervision and stewarding to be a requirement of acceptance of hiring. Hirers to be made aware of their responsibilities to ensure there is no drunken or disorderly behaviour.
B. Public Safety	Hirers to be provided with operating schedule and Licensing conditions. Electrical supply fitted with RCDs; equipment to be PAT tested if possible. External power point only to be used if supply connected to LPH. Cables not to be left trailing along the floor. First Aid box/ area provided. Parking only in specific areas, clearly marked. No driving on or across the grassed area permitted. Provision of safe assembly area in case of fire.
C. Prevention of Public Nuisance	The management have the right to attend any function & close it down where inappropriate behaviour is apparent. Respect and consideration for neighbours is included in the terms & conditions.
D. The Protection of children from harm	The Designated Premises Supervisor personal licence holder should ensure hirers understand responsibility re safety of children in all areas of event. Notice displayed refusing alcohol sales to minors. No admission of children to plays/dance where there is an age classification of unsuitability for minors. Provision of safe area for children separated from parents/supervisors.

9. Children	
Children harmed by unsuitable activities	Activities for children under 8 years of age to comply with provisions of the Children's Act of 1989 and only fit and proper persons should have access to the children.
	For their own safety, children not to be allowed into the kitchen, on to the stage area or under the stage, unless under the direction of an adult.
Children harmed by other hirers or intruders into the Hall	Outer doors to be kept closed as far as possible during hires and anyone unexpected/unknown to the hirer should not be admitted.
10. Staff, Contractors & volunteers Harm or accident to staff, contractors and volunteers	Hazardous cleaning chemicals to be kept locked up. Cleaner & caretaker to be supplied with rubber gloves and masks and given instruction in use.
	Everyone entering the under-stage storage area advised to wear a hard hat. Tools stored under the stage to be kept in a secure box. Care must be taken not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
11. Lone working	Lone workers/volunteers to request help or ensure that someone else is in the building when tasks require use of ladders or lifting/moving objects too large to be easily or safely handled by one person.
	Outer doors to be kept closed during cleaning and trips outside avoided until another member of staff/volunteer is present, especially before daylight, if ground surfaces are slippery or after dark.
	Anyone unknown to the lone worker/volunteer should not be admitted to the premises under any circumstances, except by prior appointment.
12. Car park Damage/vandalism to signs	Monthly inspections.
Damage to surface of tarmac;	Monthly inspections; repairs to be made as soon as possible.
Abandoned vehicles; fire risk	Report to Guildford Borough Council.
Damage to pedestrians from potholes;	Depth of potholes and cost of repair to be assessed; repairs to be made as soon as possible.
Personal injury: traffic flow	Controlled parking, organisers to provide marshals for large events.
Personal injury: icy weather	Grit to be spread over walkways when icy weather has been forecast.
13. Accidents	Accident book and first aid box to be supplied in the kitchen. Accidents and hazardous incidents to be entered in the book and reported to the Trustees' Clerk.