

| Area/person | Controls |
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| <p>5. Slips & trips: personal injury to users from wet/dirty floor.</p> | <p>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.</p> |
| <p>6. Hygiene: risk of contamination from dirty surfaces and food waste</p> | <p>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.</p> |
| <p>7. Events: Refreshments Risk of food poisoning from contaminated food or incorrect storage/handling</p> | <p>Hand washing facilities (separate bowl, towels & soap) provided. Refrigerator provided for use by hirers, fridge be kept at correct temperature.</p> <p>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.</p> |
| <p>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.</p> <p>A. Prevention of crime & disorder</p> <p>B. Public Safety</p> <p>C. Prevention of Public Nuisance</p> <p>D. The Protection of children from harm</p> | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

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| <p>9. Children Children harmed by unsuitable activities</p> <p>Children harmed by other hirers or intruders into the Hall</p> | <p>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.</p> <p>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.</p> <p>Outer doors to be kept closed as far as possible during hires and anyone unexpected/unknown to the hirer should not be admitted.</p> |
| <p>10. Staff, Contractors & volunteers Harm or accident to staff, contractors and volunteers</p> | <p>Hazardous cleaning chemicals to be kept locked up. Cleaner & caretaker to be supplied with rubber gloves and masks and given instruction in use.</p> <p>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.</p> |
| <p>11. Lone working</p> | <p>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.</p> <p>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.</p> <p>Anyone unknown to the lone worker/volunteer should not be admitted to the premises under any circumstances, except by prior appointment.</p> |
| <p>12. Car park Damage/vandalism to signs</p> <p>Damage to surface of tarmac;</p> <p>Abandoned vehicles; fire risk</p> <p>Damage to pedestrians from potholes;</p> <p>Personal injury: traffic flow</p> <p>Personal injury: icy weather</p> | <p>Monthly inspections.</p> <p>Monthly inspections; repairs to be made as soon as possible.</p> <p>Report to Guildford Borough Council.</p> <p>Depth of potholes and cost of repair to be assessed; repairs to be made as soon as possible.</p> <p>Controlled parking, organisers to provide marshals for large events.</p> <p>Grit to be spread over walkways when icy weather has been forecast.</p> |
| <p>13. Accidents</p> | <p>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.</p> |