

Oxted Community Hall Health and Safety Policy

Responsibilities

Hirers should be aware of and give thought to their responsibilities for the safety of people attending their activity.

A responsible person should be alert to take control should an emergency situation require action, such as vacating the building or other appropriate action.

Evacuation

It is essential that no furniture or equipment obstruct any exit, and nor should any layout be unduly restrictive of movement within the building.

If evacuation is required a check should be made that no one remains anywhere in the building, so far as this can be done without risk. A roll call should be taken to ensure that all are accounted for.

The particular needs of vulnerable persons should be clearly understood, such as the elderly and infirm, the physically handicapped, those with limited sight or hearing, and children. In an emergency, for example wheelchair users may require able-bodied assistance.

Note should be taken that there are a number of exits: through the main entrance lobby, and through four doors in the main hall.

Burns and scalds

Those using the kitchen should keep in mind the potential for burns and scalds, especially to avoid small children or the elderly and infirm putting themselves at risk. After using the cooker the main switch on the wall must be turned off to avoid unintended switching on of the cooking elements, and all small (not fridge or dishwasher) appliances should be unplugged from wall sockets.

Fire

Fire protection equipment within the building includes emergency lighting, a fire alarm system, a number of fire extinguishers and fire exit signs. Electrical protection against equipment faults is by a residual circuit breaker. A first aid box is kept in the kitchen, together with an Accident Book.

In the event of a fire the Fire Service should be called immediately and, if without risk, a small fire should be tackled with the available equipment.

Accidents and incidents

Particulars of any accident or incident occurring during occupation of the building which did or could give rise to an injury must be recorded in the Accident Book as soon as possible after the accident or injury, but in any event before the premises are vacated by the hirer. The report must include:

- Name, address and telephone number of persons injured
- Exact time and place of the occurrence
- Detailed description of the accident or incident, including a description of any apparatus or equipment involved
- Name, address and telephone number of any witness(es) to the accident
- Signed witness statements should be obtained, if possible.

Accidents and incidents, or any untoward event, should be reported to the Hall Manager as soon as possible, but in any event within 24 hours.

Thank you for your co-operation.