

Stainforth Village Hall - Health and Safety Policy

Part 1: General Statement of Intent

This policy establishes a safe environment for all hirers, visitors, and volunteers at Stainforth Village Hall. With a maximum capacity of 40 people, our goal is to prevent accidents, ensure fire safety, and maintain the peace of our tranquil village location.

Because the hall is **directly attached to a residential dwelling and Private Drive**, strict compliance with noise control, behavioural standards, and access routes is required. We require all hirers to co-operate and ensure they understand their responsibilities to keep the premises and our neighbours safe.

Signed: _____ (Chair of Stainforth Village Hall Committee)

Date:

Part 2: Organisation of Duties

The Management Committee

- Maintains the structural integrity of the hall, utilities, and safety equipment.
- Ensures all hall-owned electrical appliances undergo regular **Portable Appliance Testing (PAT)**.
- Conducts regular testing on fire alarms, emergency lighting, and electrical installations.
- Reviews this health and safety policy annually.

The Hirer (The Designated Responsible Person)

- Supervises the hall and guest conduct during the booking period.
- Controls guest numbers to ensure they do not exceed the 40-person limit.
- Reports any accidents, damage, hazards, or incidents to the Committee immediately.

Part 3: Specific Arrangements and Hazards

Fire Safety and Evacuation

All Hirers are to make themselves aware of the Fire Plan which is located in the entrance hall.

- **Exits:** All fire exits, corridors, and external walkways must be kept completely clear of furniture, bags, and equipment.
- **Evacuation:** In an emergency, the hirer must lead all guests out of the building and down the private drive.
- **Assembly Point:** The designated fire assembly point is the **Village Green**. No one may wait on the private drive as this is a **designated emergency access route**.
- **Equipment:** Fire extinguishers and blankets are located in the main hall, entrance way and kitchen. Hirers must locate these and must not tamper with these except in an emergency.
- **Prohibited Risks:** Candles, naked flames, indoor fireworks, and smoke machines and helium balloons are strictly banned.

Electrical Safety (PAT Testing)

- **Hall Equipment:** All electrical items provided by the hall are regularly inspected and PAT tested for safety.
- **Hirer Equipment:** Any electrical appliances brought into the hall by the hirer (e.g. sound systems, laptops, slow cookers, or entertainment equipment) **must be safe, visually undamaged, and PAT tested**.
- **Overloading:** Hirers must not overload electrical sockets or daisy-chain extension cables.

Access, Parking, and the Private Drive

- **Private Drive:** The hall is situated up a private drive. Hirers must keep this access route completely clear at all times for emergency vehicles and residents.
- **No Parking:** No parking is available on-site. Hirers must inform guests to park legally in designated public areas within the village and respect neighbours' access.
- **Pedestrian Safety:** Guests must walk carefully up the private drive, staying alert for any authorised vehicular movement.

Noise, Behaviour, and Village Harmony

- **Attached Residence:** Because the hall shares a wall with a residential property, sound volume must be kept low.
- **Doors and Windows:** All external doors and windows **must remain fully shut** while music or amplified sound is playing to prevent sound leakage.
- **Permitted Hours:** The hall is available strictly between 8:00 am and 10:00 pm. All music must stop by 9:45 pm.
- **Anti-Social Behaviour:** Illegal drug use, excessive drunkenness, foul language, aggressive behaviour, or any form of anti-social conduct is strictly banned **both inside and outside** the premises.
- **No Smoking or Vaping:** Smoking and vaping are strictly prohibited **everywhere inside the building, outside the building, and along the entire length of the private drive.**

Important Traffic Safety Notice (Private Driveway)

The access route immediately outside the Village Hall is a private drive with active vehicle traffic and a designated emergency fire escape and a emergency vehicle route.

- **Hirer Responsibility:** You must inform all event attendees, performers, and visitors to exercise extreme caution when walking up to or exiting the hall.

Slips, Trips, and Damage Prevention

- **Coir Mat:** The hall provides a heavy-duty **coir mat** at the main entrance. This mat must remain properly in place at all times to absorb moisture from footwear and prevent slips, especially on wet or rainy days.
- **Spills:** Hirers must clean up any liquid spills immediately using the cleaning kit located in the kitchen to prevent slips.
- **Wall Protection:** To prevent structural damage and falling hazards, hirers **must not use Blu-Tack, adhesive tape, nails, tacks, screws, pins, or staples** on any walls or woodwork.
- **Lighting:** Internal and entrance lights must be switched on during hours of darkness to ensure safe entry and exit.

Kitchen and Welfare Safety

- **Handover:** The hall and kitchen must be left exactly as found.
- **Appliances:** The oven must be left clean and grease-free to prevent fire risks. The dishwasher must be fully emptied to avoid hazards for the next user.
- **Toilets:** Toilets must be cleaned and floors left dry to prevent hygiene and slip risks.
- **Waste:** Hirers must take all rubbish away with them. No waste may be left inside the hall or on the private drive, as it attracts pests.

First Aid and Incident Reporting

- **First Aid Kit:** A fully stocked first aid kit is located in the kitchen.
- **Accident Book:** All accidents, injuries, or near-misses must be recorded in the accident book kept alongside the first aid kit.