



## **HEALTH AND SAFETY GUIDANCE NOTES**

### **FOR THE USERS OF**

### **ALFRICK AND LULSLEY VILLAGE HALL**

The Alfrick and Lulsley Village Hall Committee take the issue of the health and safety of its users seriously. The building is fully certificated for construction and for all the systems operating within the building. However, it remains your responsibility to take reasonable care of your own safety. The following notes are intended to enable you to use all the facilities on offer correctly and safely. Remember, if you are in doubt and do not understand what you are about to do, don't do it!

#### **GENERAL.**

##### **Car Parking.**

Car parking is provided in the village hall car park. There are two designated spaces for disabled use. The Village Hall Committee is not responsible for any theft from or damage to vehicles whilst parked. Also, please be aware that there may be other users who may be parked who are not part of your group. When leaving, please take care that there are no pedestrians in the immediate area.

##### **Fire Safety.**

The hall is fitted with fire and smoke detectors in each room and alarm sounders throughout the building. All doors and emergency exits have permanently lit signs over them. Please take a moment to note where they are, particularly the disabled exits. If the fire alarm sounds leave the building immediately and go to the assembly point in the car park. Telephone the fire brigade and check that all members of your party have left the building. A fire extinguisher is located in the main hall but unless you are trained in its use or are confident that you can tackle a fire without harm to yourself it is recommended that you do not attempt to use it. A notice of action to be taken in the event of fire is displayed in the hall lobby and also in the main hall.

##### **Smoking.**

There is no smoking permitted anywhere in the building. There is a designated smoking area in the car park. Please ensure the safe disposal of any smoking materials.

##### **Electrical Failure.**

In the event of a power failure a number of the normal overhead lights will remain on; these can be identified by the green glow in them when they are switched off. Turn off all appliances that you have switched on (but not the fridges).

**First Aid.**

The first aid container is located in the kitchen on the wall adjacent to the food fridge and is clearly visible.

**Water Supply.**

Hot water is supplied by electrical heaters located close to the taps in the kitchen and toilets. There will only be a short time from switching on the hot tap to hot water being available.

**Boiler.**

A wall mounted oil-fired boiler is located in the kitchen. It only supplies hot water to radiators in some parts of the hall and will normally be set in advance of your use of the hall. There should not normally be any need to make changes to the settings.

**Heating.**

In addition to the hot water radiators there are electric heaters in other parts of the hall. These will be switched on as required prior to your use of the hall and you should not alter any of them. Never put anything over them to dry.

**Lights.**

In addition to the normal lighting in all the rooms in the hall there is a facility to temporarily switch on the outside lights to help you see your way back to the car park. By the entrance door first turn off the exterior lights (if they are on) and then press the button marked "Outside door light override button", this will put the exterior lights on for about 5 minutes before automatically turning them off. The override button does not control the car park floodlight, this should be switched off before leaving the hall.

**Toilets.**

These will be supplied with soap in the dispensers and paper towels together with toilet rolls. Note that a special key is required to change a toilet roll in its holder. There is a baby-changing facility in the disabled toilet. Please see the separate notice in the disabled toilet for the operation of the emergency access.

**Doors.**

If you use the doors to access the terrace please be careful of any tripping hazard. If you have unlocked these doors please re-lock them afterwards.

**Hall Floor.**

After use the hall floor should be left clean, this will normally only need the use of a broom. Please do not use a wet mop on the floor as it takes off the special (and

expensive) polish. Please clean up any spills promptly. Any broken glass should be placed in the "glass bin" provided in the kitchen.

### **Cleaning.**

Materials and equipment for cleaning the kitchen are stored in one of the cupboards under the sinks and are for use in the kitchen only. Cleaning materials used in the toilets and for general use in the building must not be used in the kitchen area.

### **Chairs and Tables.**

If required, these will usually be set out for your use prior to your coming to the hall. However, if you wish to do this yourself or you need to clear them away part way through your use of the hall then please discuss this in advance with a member of the committee first. The round tables, in particular, are heavy and can be damaged by incorrect setting up. The chairs are stored on trolleys and need to be put back in the manner shown on the label on the chairs.

### **Stage.**

The stage has two sets of stairs leading up to it. Viewed from the front of the stage the right hand steps are classed as "ambulatory" in that they have shallow risers and deep treads making them suitable for anyone with a more limited mobility. Please note that, like most stages, there is nothing to stop you falling off the front or sides of the stage and young children in particular need to be watched if they are near the stage area.

### **Candles.**

The use of candles at a function or a meal can enhance the event but their use presents a very real fire risk. If you intend to use candles in the hall please seek agreement from the hall committee first.

### **KITCHEN APPLIANCES.**

For appliances in the kitchen there is a file, located in the left-hand drawer of the units housing the food fridge, which contains the manufacturers operating instructions. A member of the committee will provide any additional information that you may require.

Please note any additional instructions that may be attached to an appliance.

### **Fridges.**

There are two fridges in the kitchen. The one next to the cooker is for chilling drinks etc only and must not be used for food, it should be left on permanently. The second fridge, located among the cupboard units facing the island work top, is for food only. It should be left on permanently and users should check the fridge thermometer to ensure that the internal temperature is 5 degrees centigrade or less.

### **Cooker.**

The range cooker is permanently wired in and will normally be left switched on. In the event of a fault there is an isolating switch clearly identified on the wall. Please ensure that all the controls are turned to off before leaving the building. The use of the cooker is one of the areas with more potential than most for a risk. Before lifting hot food, trays etc out of the oven please make sure that there is no one in the immediate vicinity. Also, check that there is somewhere to put anything hot down, NOT directly onto the worktops. Heat resisting mats have been provided, please use these for hot dishes. In case of a fire involving food being heated on the cooker hob a fire blanket is provided immediately adjacent to the cooker.

### **Water Boiler.**

This appliance is intended for use where a large number of hot drinks are required. Detailed instructions are displayed by this equipment, a short summary of operation is given below:

- Switch on at the mains socket on the wall.
- The appliance will fill with water and when it is ready for use the green "READY" light will glow brightly (it will glow dimly as soon as the machine is switched on).
- Use the hot water for drinks.
- When no more hot water is required, switch off at the mains, empty the remaining water into the sink and empty the drip tray.

### **Dishwasher.**

The instructions for the operation of the dishwasher are displayed above the appliance. This machine needs to be switched on about 1 hour before being required for use, after this it runs on a 4 minute washing cycle. If you are unsure on any aspect of the use of this machine please ask a member of the committee.

### **Accident Book.**

Should anyone be unfortunate enough to have an accident this should be recorded in the accident book and reported to the village hall committee who will investigate the matter.

### **Emergency Contacts.**

A list of emergency contacts is displayed in the kitchen.