

## Uckington & Elmstone Hardwicke Village Hall

### Health & Safety / Fire Risk Overview

1. The Village Hall is a brick-built structure over 40 years old. The building consists of a large hall, a kitchen, licensed bar, store-rooms, a disabled toilet, ladies and gentlemen's toilets. Alongside the hall is a disabled parking bay with space for two cars and across a private lane a carpark with space for up to fifty cars.
2. It should be noted that there have been no significant accidents during the operation of the facility and therefore the overall risk assessment is low.
3. The Village Hall is a charity and is run on behalf of the village by a group of volunteers who form the village hall committee. As required by law, the hall carries the appropriate level of insurance cover in case of accidents to visitors to the hall. A requirement of the insurance cover is that the electrics and gas systems, fire fighting appliances, emergency lighting and portable appliances are satisfactory and maintained to the required level.
4. The maximum number of people allowed in the village hall at any one time is 150. Running, climbing and misuse of hall equipment is not allowed. The tables and chairs are not designed for standing on and this is prohibited. The movement of furniture, tables and chairs, should only be done with normal levels of care and with the appropriate physical capacity. **Aluminum steps and chair access ladder MUST be used correctly with the user taking normal common sense responsibility.**
5. The premises are strictly non-smoking and no combustible materials are to be used on the premises.
6. Hirer and users of the hall are expected to take normal common sense responsibility for their own safety and the safety of others in their charge, which includes adults, disabled persons and children under parent's supervision.
7. The Hall committee will not be held responsible for any accidents caused by the negligence of others and will, if appropriate, take all necessary legal action to recover any arising damages and financial loss.
8. It is the responsibility of all users of the hall and its surrounds for organised events to ensure that they have any necessary insurance cover, above normal usage, for themselves and any equipment they may bring onto the premises or its surrounds. It should be noted that the hall has no cover for accidents caused by sporting events, and the use of the hall and grounds for such events does not imply liability of the hall.
9. The building is normally entered and vacated through the main double doors at the front of the building. There is another emergency exit from the other end of the hall. All emergency exits are clearly signed and have emergency lighting. The kitchen and bar have their own doors. The hirer and users should identify the positioning of the emergency exits, the hirer and users need to bear in mind, that the most likely place for a fire to start is probably the kitchen.
10. The kitchen contains the standard equipment that is normally expected, which includes cookers, microwave oven, boiler, two kettles and refrigerator and dishwasher. The kitchen should only be used with the permission of a committee member or the booking secretary. No one below the age of 16 years is allowed in the kitchen at any time when it is in use.
11. The kitchen may contain bleach and cleaning materials and these are stored under the sink, for this reason no child aged 12 years or under is allowed in the kitchen unsupervised and even then kept well clear of these chemicals. The cleaning materials need to be used at the normal levels specified by the manufacturer and users must take all the necessary precautions.
12. The fire extinguishers are placed strategically around the premises. One is on the right as users enter the building, there is another extinguisher placed beside the emergency exit near the bar, with another extinguisher and fire blanket positioned in the kitchen between the inner and outer doors. All visitors should familiarise themselves with the positioning of all the fire extinguishers and fire blanket.