

## **BENENDEN VILLAGE HALL MANAGEMENT COMMITTEE**

### **HEALTH AND SAFETY RULES**

The committee has carried out risk assessments. The following practises must be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring**
- **Ensure all emergency exit doors are secured on leaving the building at the end of the hire**
- **Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration**
- **Do not work at heights on ladders or stepladders unless they are properly locked and secure and then only when another person is present**
- **Do not leave portable electrical or gas appliances unattended.**
- **Do not bring into the property any portable electrical appliance which has not been PAT tested**
- **Do not attempt to move heavy or bulky items (e.g. tables and chairs). Use the trolley provided**
- **Do not stack chairs more than 6 chairs high**
- **Do not allow children in the kitchen except under supervision (e.g. for supervised cookery lessons or in the case of older children, for supervised serving of food) Avoid overcrowding in the kitchen**
- **All staff hirers and visitors must ensure they act in a safety and conscious manner at all times**
- **All hirers are responsible for ensuring the hall is left in a clean condition. Ensure any spills are cleaned away immediately to prevent falls. Ensure the correct colour bucket and mop are used for each designated area**
- **Observe location of fire-fighting equipment**
- **Report any evidence of damage, breakages, faults in equipment of the building's facilities to the village hall committee.**
- **Note any accident in the accident book and report to the Village Hall Administrator**