

FRIETH VILLAGE HALL – HEALTH & SAFETY GUIDELINES including Covid Considerations

Please note that all Hall Hirers are legally responsible for ensuring the safe use of the hall during the period of their rental. You must read and comply with the Village Hall Covid Secure Risk Assessment and also undertake a Risk Assessment in advance for your event identifying possible risks and steps to mitigate them. This requires a common-sense approach with particular attention to the following:

CAPACITY	The maximum capacity of the hall is 100 – For all community events, activities and private hires, it is the responsibility of the hirer to assess and manage the associated risks of the activity including all operational risks and those relating to Covid e.g., adequate ventilation, encouraging social distancing, hand washing and use of hand sanitiser.
SOLE OCCUPANCY	If you are going to be alone in the hall, make sure someone else knows of your whereabouts and intentions.
WORK AT HEIGHT	Always use the step ladder provided. Ensure it is properly secured with another person present. Do not over reach. Do not stand on chairs or tables.
MANUAL HANDLING	Be aware of the risk of injury through incorrectly lifting or moving heavy or bulky items. Ask for help instead of trying to do it alone.
STORED EQUIPMENT	Do not allow children into the store room unsupervised. Ensure that you stack and store items safely after use, paying particular attention to the instructions for chairs and tables and items stored on shelves.
FIRE	Be aware of the location of fire extinguishers and fire exits. Fire exits are located at the hall front doors and the back door by the toilets. Keep fire exits and passageways clear at all times. Please leave space for the rear hall door to open inwards against the wall in an emergency. Fire extinguishers are located in the main hall, back corridor and kitchen. DO NOT USE DRY ICE, SMOKE OR ANYTHING LIKELY TO AFFECT THE SMOKE ALARMS. DO NOT LEAVE CANDLES/TEA LIGHTS UNATTENDED AND USE FIREPROOF CONTAINERS. EXTINGUISH AND REMOVE ALL CANDLES AND TEA LIGHTS AT THE END OF YOUR EVENT. Close fire doors when leaving the building.
ELECTRICITY	Do not operate or touch electrical equipment where there are signs of damage or water penetration. Do not leave portable electrical appliances unattended when in use.
HOT WATER & APPLIANCES	Be aware of hot water when using the WC hand basins.
SLIP/TRIP HAZARDS	Clean up any spillages as soon as they occur and keep the floor free of clutter. Be aware of raised thresholds, uneven surfaces and mats.
HAZARDOUS SUBSTANCES	Keep all hazardous substances in their original containers and out of reach of children. Wear suitable clothing when handling/using cleaning materials or other potentially hazardous substances.
PARISH COUNCIL CAR PARK	Be aware of moving vehicles and uneven surfaces in the car park. Do not allow children to leave the hall unsupervised.

Please report all accidents whether or not they result in injury and ensure the details are recorded in the Accident Book kept by the First Aid box. Please report any items missing from the First Aid box situated in the kitchen.

Please report anything you feel is hazardous to friethvillagehall@gmail.com or 07740 706048.

Updated 01 June 2022