

Please read our Terms & Conditions for Hiring Hampton Bishop Village Hall

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Health and Safety Policy

Introduction

The Hampton Bishop Villagers Association operates a Health and Safety Policy which seeks to provide a healthy and safe environment for all hirers. The document 'A RISK ASSESSMENT', addresses the normal use of the hall and is carried out by a member of the Hall committee nominated annually at the AGM, to identify potential hazards and the appropriate actions to reduce and if possible eliminate them. A separate 'SAFETY GUIDANCE FOR HIRERS' is based on this policy and included with hire contract. Written records of all health and safety issues are kept. An 'ACCIDENT REPORT BOOK' for the use of hall users is available in the main entrance hall.

Objectives

We urge users to play a key role in maintaining this healthy and safe environment by operating in a way that does not lower health and safety standards. This policy document seeks to support User Groups in maintaining this standard. A User nominated person is required to sign and acknowledge of their responsibility in this policy as part of their hall booking contract. That person or their representative is then responsible for the health and safety of the group during their use of the facility.

Application

Any questions on this policy can be addressed to the Hall's Committee whose word is final.

1. As there is no Hall telephone users are responsible for informing appropriate emergency services when required.
2. The entire building is non-smoking at all times.
3. No activities are allowed which involve danger to the public. No obvious fire hazards are allowed on the premises. No unauthorised heating appliances are to be used. No hazardous substances other than normal domestic cleaners are to be used or stored in the hall. No highly flammable substances shall be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be undertaken or erected without the permission of the Hall representative.
4. The hirer must report all accidents involving injury to the public to the booking clerk. Any failure of equipment belonging to the Village Hall or brought in by the hirer must also be reported as soon as possible.

Updated 1/11/2019

Safety Guidance for Hirers

YOU THE HIRER ARE THE “RESPONSIBLE PERSON”

At all times when the hall is in use the RESPONSIBLE PERSON must be in charge and ready to take control of any incident. Please read and become familiar with these instructions.

Your priority is always lives – not the building!

BEFORE YOUR EVENT STARTS

- Check exit routes are not blocked by for example tables and chairs.
- Check the fire extinguishers are clearly visible.
- Check that no “doubtful” looking electrical equipment or extension leads have been bought in the hall.
- Check that no decorations have been hung so that they could fall down and obstruct a fire exit.
- Check that the fire exit lights are switched on.

DURING YOUR EVENT

- Watch that fire exit routes do not become obstructed.
- Brief disabled people and/or their helpers on the evacuation routes.
- Ensure that emergency vehicles have a clear access route to the hall doors.
- Watch that nothing is taking place that is likely to cause a fire.
- Be vigilant of any smells of burning or a gradual build-up of smoke.
- Ensure that the number of people in the hall does not exceed 120.

IN THE EVENT OF A FIRE

- Take command – give loud and clear instructions to immediately evacuate the building and gather in the car park.
- Check every room ***that it is safe to enter***, to ensure that everyone has left the hall.
- Fire extinguishers should be used to clear a safe passage to an exit.
- Once outside check everyone is accounted for.
- Contact the emergency services – the address of the hall is **Hampton Bishop Village Hall, Church Lane, HR1 4JY**.
- Check that the road and the area around the hall is clear for the emergency vehicles.
- Send someone to guide the emergency services by the public notice board at the by the turning into the village hall access road.
- Do not allow anyone to enter the hall until a fire officer tells you it is safe to do so.
- Contact a member of the village hall committee on one of the numbers shown below:

Val Watson (Chairperson) – 07762 103110

Jo Evans (Treasurer) – 01432 870724

Kate La Barre (Secretary) – 07785 308702

USE OF KITCHEN

1. The cooker, microwave and fridge are normally kept switched off and arrangements for their operation are made via the booking clerk who will give appropriate guidance in their use.
2. Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. The oven/hob should only be used by competent people.
3. A hand wash facility is provided. The kitchen and utensils should be left in a hygienic state – usable by the next hirer. If the kitchen has been left in an unhygienic state by a previous booking it must be reported to the booking clerk.

FURTHER GENERAL POINTS

1. No safety equipment must be tampered with. If any faults are observed they must be reported as soon as practical to the hall booking clerk.
2. In the event of a power failure – an emergency lighting supply is automatically triggered to illuminate exit routes.
3. A first aid kit is provided in the foyer.
4. Children must be supervised at all times. The hall has many features such as a kitchen and store rooms which while necessary for hall activities, could potentially offer hazards through careless and unacceptable behaviour.
5. Care must be taken moving furniture in and out of room 4 and all items must be stored such as to avoid accidents from over stacking.
6. Users are responsible for the safe operation of all equipment they bring into the hall in addition to existing electrical equipment.
7. Any user noting any questionable defect in the hall's electrical and gas facilities should report it immediately and where appropriate cease using the faulty appliance.
8. No electrical equipment is to be stored in the hall such that other user groups could mistake it for equipment provided as part of the hall booking.
9. Any users needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards.
10. Certain rooms/cupboards are generally locked for authorised access only.

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Rules for Private Functions

1. All bookings will be deemed provisional, until a completed booking form and deposit has been received. The Hall is only available for booking children's parties up to the age of 11. Party bookings for people outside of this age bracket, will be considered on an individual basis and require a face to face meeting before any booking can be accepted.
2. A no smoking policy is to be maintained throughout the whole of the inside of the building.
3. No naked flames e.g. candles or lanterns are to be used inside the building. Decorations be arrangement with the committee only. This is to comply with fire regulations.
4. The hirer accepts responsibility for any breakages, damage or vandalism and will pay for any such damage. Stewards are necessary for parties.
5. The stewards named on the booking form should accept responsibility for allowing no more than 120 people into the hall. This could be achieved by hand stamping or by giving out numbered draw tickets, which should be shown to any authorized person upon request. Any one unable to provide such identification should be removed from the hall. No admission is to be allowed after 11:00pm.
6. Any person/persons showing signs of drunkenness aggression or vandalism should be ejected immediately.
7. It is prohibited for any person to bring their own alcohol or glasses onto the premises. No alcohol should be sold except through a licensed bar. It is prohibited for personal supplies to be brought into functions where there is a licensed bar. Anyone thought to be smuggling alcohol or glasses onto the premises will be searched and the goods confiscated – this is a condition of entry. Private functions by arrangement.
8. **The sale of alcohol may only be carried out if the hirer is in possession of a valid Temporary Event Notice. This notice must be available for inspection prior to the function taking place. Details available at the time of booking.**
9. No sticky tape is to be attached to the walls or ceilings of any part of the village hall.
10. No fireworks are allowed either in the hall or on the grounds without prior arrangement with the hall or the grounds without prior arrangement with the hall committee.
11. Any serious injury should be reported immediately to the health department of Herefordshire council.
12. These rules may be altered at the discretion of the committee without notice.
13. **Please leave the hall in a clean and tidy condition – removing all rubbish at the end of your hire period.**

Your co-operation is appreciated.

For any enquiries please email hamptonbishophall@gmail.com or call 07762103110

Registered Charity Number 701184