

The Wilbrahams' Memorial Hall & Recreation Ground Committee

Registered Charity No: 300390

SAFETY RULES

It is the intention of The Wilbrahams' Memorial Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, hirers and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do all they can to prevent injury to themselves or others. The committee has carried out risk assessments. The following practices 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.
- Bicycles, skateboards, roller skates and scooters are not permitted inside the premises at any time.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until the steps are properly secured and another person is present.
- Do not leave portable appliances operating while unattended.
- Do not attempt to move heavy or bulky items (e.g stacked tables or chairs)
- Do not stack chairs and tables more than five high. (20 on chair trolleys)
- Do not use any of the equipment for anything other than the purpose for which it is intended.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision. Avoid over-crowding in the kitchen.
- Wear suitable protective clothing when handling cleaning materials.
- Report any evidence of damage or faults to equipment or the building's facilities to ***The Hall Secretary***
- Report every accident on an Accident Form and to ***any memorial hall committee member.***
- Be aware and seek to avoid the following risks:
 - . creating slipping hazards on stairs, polished or wet floors – mop spills immediately
 - . creating tripping hazards such as pushchairs, umbrellas, mops and other items left in halls and corridors
 - . use adequate lighting to avoid tripping in poorly lit areas
 - . risk to individuals while in sole occupancy of the building
 - . risks involved in handling kitchen equipment e.g. cooker, water heater and knives
 - . creating toppling hazards by piling equipment e.g. in store cupboards.