**General Health & Safety Guidelines**

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

**Premises**

• The entrance must be clear of obstacles and hazards at all times that people are entering or

leaving the building.

• Wet floors must be made safe by the application of an absorbent, non-slip surface until such

time as the floor can be thoroughly dried.

• The premises should be adequately heated. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.

• Spills must be cleared up quickly to prevent slipping.

• Any concerns regarding any electrical installation, plug, lead etc must be notified to the

Hall committee immediately.

• Any electrical equipment where there are signs of damage, exposure of components or water

penetration etc. must not be touched or operated.

• All hirers should acquaint themselves with the position of the fuse box/main switch.

• Electrical leads must not be allowed to trail across floors or from areas where they might be

pulled or become caught up.

• Fire extinguishers will be regularly serviced and all persons should fully acquaint themselves

with the position and mode of operation of all extinguishers.

• All hirers must make themselves aware of the procedure to follow in the event of fire.

• All hirers should be aware of the position of Fire Exits and must ensure that these are kept

clear at all times.

• As good practice hirers should have a method to account for the number of persons present

during their hire.

• Kettles should not be over-filled, nor should the leads be left to trail over the edge of the

work top.

• Children should only be in the kitchen when under the direct supervision of an adult and not

at any other time.

• All cleaning solutions etc. must be kept out of the reach of children.

• Due care should be exercised in the car park area.

• All equipment should be adequately maintained to ensure that there are no sharp edges,

loose screws, splinters etc. and that it is fit for purpose.

• Any freestanding equipment should be sturdy or adequately secured to prevent it from being

moved or toppled.

• All persons should exercise care in storage areas, both while removing and replacing items.

Each person is responsible for ensuring that any item they stack or replace on a shelf cannot

fall or be knocked and so cause injury.

• Hirers are responsible for the safety of people on the premises during the period of their hire

and should supervise as necessary.

**Working Practices**

It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In

order to do this the following guidelines should be observed:

• Do not attempt to lift anything that you know to be beyond your capability.

• Ask for help with large, heavy or awkward items.

• Where possible, lighten the load, separate items so that they are more manageable.

• When lifting heavy objects bend your knees and keep your back straight, ask for assistance if

necessary.

Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:

• Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull

something from a shelf above head height without first checking that it is safe to do so.

• Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only

could a resultant fall cause you injury but could also lead to the injury of others nearby.

• Ask for help if necessary.

• Do not work at height, on steps or ladders until they are properly secured and another person

is present.

Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact

with toxic substances or dust/debris etc.

**Hygiene**

In the interests of health good hygiene practices are essential. The following guidelines should be

observed:

• Disposable paper hand towels should be available in toilets.

• Plastic gloves are available.

• All surfaces on which food is to be prepared or eaten must first be thoroughly cleaned with an

appropriate cleaner.

• Hands must be thoroughly washed before and after food preparation.

**First Aid**

A well-stocked First Aid Box is available in the kitchen and the bar.

**Accident Book**

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near

misses. It is kept in the kitchen.

The important details to be recorded are:

• the name of the casualty

• the date, time and place that the incident/accident occurred

• the cause of the accident i.e. what happened

• a brief description of the injury (if any) sustained

• the first aid (or other) treatment administered and by whom

• whether or not medical aid had to be sought

• the name of the person who dealt with the incident.

Any serious injury should be dealt with by dialling 999 and alerting a trustee as soon as possible.