Boxford Village Hall

Safety Notice to regular groups and ad hoc users of the hall

Firstly, thank you for hiring Boxford Village Hall. We depend on your patronage to keep the hall maintained and repaired, so your financial contribution is much appreciated. We hope that it continues to meet your expectations and provide you with a safe and comfortable venue for your events.

I am obliged to make sure that all users of the hall are aware of the existence of our Risk Assessment. If you are a regular user of the hall (eg a local organisation or group who hires the hall on a regular basis), I am obliged to give you your own copy. If you are an occasional (or ad hoc) user of the hall (eg for a party or wedding) I have to tell you that a Risk Assessment is available on the notice board in the entrance lobby of the hall. You may read it there, but please do not take it away. You are free to request your own copy, so let me know and I will provide one for you.

I'm afraid it doesn't make for exciting reading, but it does explain what the committee does to ensure your safety whilst using the hall and its facilities.

If you find anything you wish to query or discuss, please contact me, and I'll be happy to explain.

From the assessment, there are a number of things I am required to remind you about. They are:

Fire safety

Please familiarise yourselves with the location of the fire exits. There are 5 fire exits from the hall: the main entrance, the rear door to the left of the stage, two onto the graveyard at the side and one in the kitchen. Each exit has an illuminated "emergency exit" sign. The Stone Street Road door giving access to the decked area is NOT a fire exit. Do not use it. Please note the location of the 4 fire call points: one in the hall by the fire door overlooking the graveyard, one in the entrance lobby, one by the rear fire door and one in the kitchen. Please note the location of the fire extinguishers. Attached to this notice is a plan of the hall with the location of the fire extinguishers, the fire call points and the emergency exits. Please take a moment to familiarise yourself with the plan. All fire exits are either level or ramped and all are paved. They may be used for emergency evacuation of disabled persons using wheel chairs. It is your responsibility as the hirer to ensure that any wheel chair users at your event are assisted with any emergency evacuation.

The fire evacuation assembly point is outside the church gate on the corner of Stone Street Road.

Kitchen Safety

Children are not permitted in the kitchen at any time, not even if accompanied by an adult. Although we consider it to be a safe place, there are hazards (eg the hot water boiler, electric and gas ovens and hobs and hazardous cleaning products) which may present a safety risk to a child.

The Stage

The stage is a metre high and it will hurt if you fall off it! I need to remind you that it is the responsibility of parents, guardians, minders and carers to ensure that children are kept away from the stage, either on it or under it, at all times except during an organised event (such as a school show) where the stage is being used. In this case it remains the responsibility of the show organiser, parents, guardians, minders and carers to ensure that children are kept safe whilst using it.

Electrical Safety

In the event of an electrical emergency, the main electrical switch is inside the cupboard in the main hall on the wall just to the left of the entrance. The cupboard is marked "ELECTRICAL ISOLATION POINT". The main switch is in the left-hand side of the cupboard within a metal box that is marked "ELECTRICAL ISOLATION SWITCH INSIDE". To turn the power off, open the box and press the switch down.

Electrical equipment brought into the hall by users is the responsibility of the user and must be properly PAT tested and safe.

Manual Handling

Stacking and storing plans for chairs and tables are posted throughout the hall and in the rear store room. When stacking and storing chairs and tables, please observe the instructions in the plan to avoid injury caused by incorrect stacking and storing. A trolley is provided for the safe transport of chairs. Only stack chairs a maximum of 4 high on this trolley.

A stepladder is provided in the rear store room and is available for your use. It is the hirer's responsibility to ensure that the step ladder is used safely. A copy of the Health and Safety Executive's guide to *Safe Use of ladders and Stepladders* is provided with the step ladder.

Full details of the actions taken by the management committee are contained in the Risk Assessment.

Thank you for your co-operation and we wish you a safe, comfortable and enjoyable event.

Nick Moore
On behalf of Boxford Village Hall Management Committee

Revision: 2.2