

Health & Safety information for Hirers

The Link management committee are responsible for ensuring that the Link Community Hub building is maintained and managed in such a way that it provides a safe environment for those who are using it. This includes maintaining a building Risk Assessment which is reviewed annually and taking prompt action when issues are identified.

Employees, volunteers, contractors, visitors, users and hirers have responsibility for managing risks, so far as reasonably practicable, arising from their own activities when they have control of the premises or control of equipment on the premises.

All hirers of the hall are expected to read this Health and Safety Policy Statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the premises.

Acceptance of the booking conditions includes an agreement to comply with the requirements in this policy.

The hirer undertakes to be the responsible person for the event/function. The hirer will have legal duties with regards to the safety of those persons attending or assisting with the event.

1. General requirements

It is the duty of all employees, volunteers, contractors, hirers and visitors to:

- Take care of themselves and others who may be affected by their activities
- Do everything they reasonably can to prevent injury to themselves and others
- Co-operate with the PCC in keeping the premises safe and healthy, including the grounds and car park

2. Fire Precautions and Checks

- A copy of the Evacuation procedure including a diagram of the building showing the location of fire exits, fire extinguishers and smoke detectors is displayed on the noticeboards in the link and is available from the Parish Administrator.
- If you are responsible for the room / building hire, it is essential you know who is attending your event. This will be important in the event of evacuating the building and checking all have left the building safely.
- Ensure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Familiarise yourself with the location of fire call points and fire extinguishers, know how to initiate the fire alarm and what to do in the event of a fire.
- Familiarise yourself with escape routes from the building and the assembly point.
- Know the address of the building in the event of having to dial 999

Link Community Hub
Derby Road
Haslemere
GU7 1BS (what3words: sculpting.humidity.fortified)

3. Risk Assessments

Hirers should carry out their own risk assessments to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent harm.

4. Prohibited activities and items

No candles, naked flames, or indoor fireworks (including sparklers) are permitted with the exception of birthday cake candles.

No hazardous substances are permitted.

No Inflatables or Bouncy Castles are permitted without prior permission from the PCC.

5. Safe Practices

The following practices must be followed in order to minimise risks:

5.1. Safe Access

- Avoid risk to personal safety if you are the sole occupant of the building; ensure you have a phone with you and ensure someone else knows you are visiting the hall
- Ensure entrance lobby, stairs and kitchen are free from tripping hazards such as buggies, umbrellas, bags, mops etc
- Use adequate lighting to avoid tripping
- Ensure any water spills are mopped and dried immediately
- Avoid overcrowding and do not allow running between rooms

5.2. Safe use of appliances, equipment and fittings

- Do not operate or touch any electrical equipment where there are signs of damage
- Report any evidence of damage or faults to equipment or to the buildings facilities to a the Parish Administrator
- Do not bring onto the property any portable electrical appliance that has not been Portable Appliance Tested (PAT) in the last 2 years
- Do not leave portable electrical appliances operating while unattended
- Avoid risks when using or handling kitchen equipment eg cooker, water heater, knives
- Do not allow children into the kitchen without proper supervision
- Do not work on steps, ladders or at a height until these are properly secured and another person is present
- Avoid creating toppling hazards by piling equipment eg in storage areas
- Do not stack chairs to a height that makes them unstable
- Take care when moving heavy or bulky items eg stacked tables or chairs
- Wear suitable protective clothing when using cleaning or other toxic materials

5.3. In the event of Accidents

Haslemere Urgent Treatment Centre, Haslemere Hospital, Church Lane GU27 2BJ

Open 7 days a week 8am-5pm

Walk in service for minor illnesses and injuries including sprains, broken bones and minor burns.

The nearest Accident and Emergency Department is:

Royal Surrey County Hospital, Egerton Road, Guildford GU2 7XX

- 5.4. First Aid Boxes and Accident Books are located in the Kitchen, Furniture Store and upstairs Kitchenette
- An accident form must be completed whenever an accident occurs
 - The completed Accident Form should be removed from the accident book and passed to the Parish Administrator
 - The Link Management Team will assess any risks that led to the accident and, if practicable, put in measures to prevent a recurrence.