

RUSPIDGE MEMORIAL HALL

HEALTH AND SAFETY PROCEDURE

It is the intention of Management Committee of Ruspidge Memorial Hall 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.

Health and Safety Documents:-

- Plans of hall - on notice boards in lobby of top hall
- Accident book - Top hall window sill
- Health and safety policy - Top hall window sill
- Health and safety folder - held by the committee member responsible for health and safety

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 everything they can to prevent injury to themselves or others.

The following practices must be followed:

- **Ensure** that all emergency exit doors are **clear and unlocked** when the building is occupied
- **Report** any evidence of damage or faults to equipment or the building's facilities to the Booking Secretary and record them on the Message Clipboard in the kitchen.
- **Report** every accident in the accident book and to the Chair of the management committee or the Booking Secretary. The accident book is kept on the top hall window sill.
- **Do not** bring in any portable electrical appliances unless they are in safe condition for use
- **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 they are properly secured and **another person is present**
- **Do not** leave portable electrical appliances operating while unattended
- **Do not** attempt to lift heavy or bulky items.
- **Do not** make a stack of more than TEN black chairs. Stack new chairs on the carousel provided or in the designated areas in the furniture store
- **Do not** allow children in the kitchen except under close supervision . Avoid over-crowding in the kitchen.
- **Do Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Be aware and seek to avoid** the following risks:
 - creating **slipping** hazards on polished or wet floors – mop spills immediately
 - creating **tripping** hazards such as buggies 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. water heater and knives
 - creating toppling hazards by piling up equipment e.g. tables and chairs