

Hill House Health and Safety Policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety during hire of premises is that of: Day-to-day responsibility
for ensuring this policy is put into practice is delegated to:

Hill House lettings include the main hall and kitchen, office space, and training room.

The hirer of the venue

Karen Leung (Community Centre Manager)

Statement of General Policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of ill health and provide adequate control of health and safety risks arising from activities during use of the building or premises	The hirer	Have a named person to be responsible during hire and use of the premises
To implement emergency procedures - evacuation in case of fire or other significant incident.	The hirer	Follow the fire exit signs and instructions, proceed to the fire assembly point, and call the Fire Emergency Service.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	The hirer	Electrical equipment is checked and PAT tested by authorised personnel.
First-aid box and accident book are located: Accidents and ill health at work reported to the Manager	The hirer	Any incident must be reported to the Manager. The accident book should be used to record all incidents and accidents. The first-aid box is located in the kitchen with clear signage.

Subject to review, monitoring and revision by:	Karen Leung	Every:	12 months	Or sooner subject to circumstances
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Hill House Health and Safety Policy

Organisation name: Hill House Community Centre- People Arise Now

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by	Action by
Trip and slip hazards	Guest and users of the premises during events	Carry out a pre-event area inspection before the start of the event. Remove any items (e.g., ropes, cables, or furniture) that could cause a fall. Check for any wet surfaces or drink spillages on the floor and ensure the area is cleaned immediately.	No	Hirer	During event
Sharp or broken objects in the hall or premises i.e. broken glass	Guest and users of the premises during events	Carry out a pre-event area inspection before the start of the event. Remove any such objects and ensure their safe disposal.	No	Hirer	During event
Children wandering away from hall area without notice	Children getting lost or potential abduction	Verbal instructions should be given to children to remain in the hall or hired premises unless instructed otherwise by their parents or carer. <u>Parents are responsible for their children at all times</u> and must ensure they are suitably supervised.	No	Hirer	During event
Members of the public entering the venue uninvited	Altercation with uninvited guest	The venue hirer must remain vigilant and be aware of any uninvited guests. In the event of any altercation or form of violence, the police (999) should be called immediately to ensure the safety of all invited guests.	No	Hirer	During event

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>