**Blindcrake Village Hall Health & safety guidance for hirers**

Blindcrake Village Hall has conducted a health and safety risk assessment, and hirers are required to note the following:

* We do not have our own car park but there is ample roadside parking close to the village hall and opposite the village green. Please park with consideration for local residents and other road users, and do not park across the hall entrance.
* Please be aware of passing traffic and take care when exiting the building.
* Hirers should not normally need to access the loft storage area. Where users need to do so, the loft should not be accessed unless there is another person in the building.
* Keep corridors and doorways free of obstruction
* Cleaning materials are kept in the locked cupboard next to ladies’ toilets; hirers will be provided with a key. Please keep the cupboard tidy and ensure it is locked after use to prevent the risk of children handling products.
* In case of accidental spillages, wipe/mop up immediately and place wet floor sign (in cleaner’s cupboard)
* Adults are responsible for supervising children in their care to reduce risk of injury.
* No items are to be attached to walls or coving without express permission from the management committee.
* We have step ladders available if needed; hirers are responsible for their safe use. They should not be used when alone in the building.
* Hot water from the taps can be very hot, especially in the kitchen; please take care to avoid scalding.
* Please ensure chairs and tables are safely stacked at the end of your hire session, chairs no more than 5 high.
* Users should not attempt to move more items of furniture that they can safely handle; a chair trolley is available for your use.

Electrical: in the case of a fuse tripping, please check the fuse box in the meeting room to the right of the serving hatch. In an emergency, switch off by pulling down the red lever in the fuse box.

Hirers are responsible for the safety of any electrical items they bring into the building.

Fire: there are 4 fire exits – the main entrance, additional door from the hall onto the main road, back door with push bar next to the kitchen, and at the end of the ramp corridor next to the accessible toilet. The exit door from the main hall must be unlocked whilst an event is taking place and all escape routes must be free of obstruction.

Do not leave lit candles unattended.

In an emergency, you may exit across the back garden of the Chapel house and assemble on the village green.

Food hygiene: hirers must observe all relevant health and hygiene regulations if preparing or serving food. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

Hirers should ensure that the refrigerator is wiped clean before and after using.

12 April 2021