

NORMANTON ON SOAR HALL
[INCORPORATING NORMANTON BARS LTD]
STANDARD CONDITIONS OF HIRE

THE ADDRESS OF THE HALL IS
83 MAIN ST, NORMANTON ON SOAR,
LOUGHBOROUGH, LEICS LE12 5HB



NORMANTON ON SOAR – HEALTH AND SAFETY POLICY / PROCEDURE

All hirers of the Village Hall and regular users shall be familiar with the following:

1. Personal responsibilities

The importance of exercising care and consideration for others in the use of village hall facilities and equipment.

Village Hall no smoking policy.

Village Hall no animals (excepting guide dogs) policy.

The use of appropriate footwear.

The importance of using furniture and equipment for agreed purposes only.

Actions to be taken in the event of power failure, malfunction of equipment and discovery of damage to premises or equipment.

Responsibility for managing the security of the hall throughout the period of use.

2. Fire Control

Actions to be taken in the event of fire including calling the fire brigade and evacuation of the hall.

The location and use of fire equipment.

Escape routes and the need to keep them clear.

Method of operation of escape door fastenings.

The importance of fire doors and the need to keep them closed at the time of a fire.

3. Accidents

The location of first aid kits within the disabled toilet and elsewhere (Note that no aspirin or other pain relieving tablets are provided.)

The location of the accident reporting book in the disabled toilet and the need to record all instances of an accident however minor.

Caution to be exercised when moving furniture and equipment including the requirement that furniture trolleys should be operated by a minimum of two persons

Caution to be exercised when using the stage and access points.

Ladders and steps to be used only when two persons are present to ensure stability.

Precautions to be taken if goods are to be transferred to or from the hall.

Multi-media equipment to be used by nominated persons only.

4. Personal Safety

The front door audible entry warning

The intruder alarm system and its operation

Use of the security lock on the office door

Use of the panic button in the office and the location of telephones

Location of emergency telephone numbers

Procedures to be followed if suffering verbal abuse or threatened with violence.

5. Health

Responsibility for ensuring the cleanliness of the kitchen and required standards of hygiene if food is being prepared

Care and consideration in the use and the cleaning of kitchen equipment

Responsibility for ensuring that the changing rooms and toilets are used

appropriately and not permitted to deteriorate to an unacceptable standard.