

Health and Safety Policy Church Hall hirers- July 2018

St.Peter's Hersham Parochial Church Council (HPCC)

Health and Safety Policy relating to hirers and users of the Church Hall

1. HPCC has adopted a written Health and Safety Policy a copy of which is posted on the Church website at www.stpetershersham.com .
2. Hirers and other users of this Church Hall are responsible for the health and safety of Hall occupants during the course of their hire or use and are required to note and comply with the following health and safety provisions:
 - a. No portable electrical appliance is to be brought into the Church Hall unless it has been tested and found safe by a competent electrician.
 - b. Upon arrival at the hall, walk around the outside of the building to ensure that the fire exit doors which are clearly marked are free from rubbish and/or obstructions and will permit efficient escape from the building.
 - c. Fire exits are clearly marked and exit routes and the location of fire extinguishers should be noted prior to commencing any activities.
 - d. Ensure that a fully charged mobile phone is available so that emergency services can be summoned if necessary.
 - e. Do not allow children in the kitchen at any time.
 - f. The gas main intake and turn off valve is in the cupboard of the disabled toilet. The electrical intake and fuse board are to the right of the main door as you enter the hall.
 - g. No smoking is allowed within any part of the building.
3. The First Aid box is in the kitchen on the windowsill and the Accident book is on the kitchen wall.

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