

Bourtons Community Hall - Protocol Relating to the Organisation of Health and Safety

The Bourtons Community Hall Trustees have overall responsibility for Health and Safety at Bourtons Community Hall. The persons delegated by the management committee to have day to day responsibility for the implementation of this policy are:

The Bourtons Community Hall Management Committee under the Chairmanship of:

Name

Add1

Add2

Add3

Telephone Number

It is the duty of all contractors, sub-contractors, employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the finance committee in keeping the premises and grounds safe and healthy.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, or the Bookings Clerk on **(tel number)**, as soon as possible so that the problem can be addressed. Where equipment is damaged, a notice should be placed on it warning that it is not to be used and, if moveable, it should be **locked in the store room**.

The following persons have responsibility for specific items: First Aid box: - Secretary

Reporting of accidents: - Secretary

Fire precautions and checks: - Chairman

Training in use of hazardous substances and equipment: - not applicable

Risk assessment and inspections: - Chairman and Secretary

Information to contractors: - Chairman

Information to hirers: - Booking Clerk

Insurance: - Treasurer

A plan of the hall is attached showing the location of, emergency fire exits and first aid fire extinguishers. The first aid kit is located **in the kitchen**. The electrical circuit trips are located in **(where)**. Electrical circuit diagrams are also located in the main power cabinet.

The stop cock for the cold water rising main is located **(where)**.

PREMISES LICENCE:

The community hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated, this information is also publicly displayed on the Foyer notice board and the Bourtons website at www.bourtons-cherwell-pc.gov.uk.

If hirers wish to carry out any activities not listed below, they should refer to the bookings clerk.

PROVISION OF REGULATED ENTERTAINMENT

- a) Plays - Every day from 08:00 to 24:00 (Midnight)
- b) Films - Every day from 08:00 to 24:00 (Midnight)
- c) Indoor sporting events - Every day from 08:00 to 24:00 (Midnight)
- d) Boxing or Wrestling - N/A
- e) The performance of live music - Every day from 08:00 to 24:00 (Midnight)
- f) The playing of recorded music - Every day from 08:00 to 24:00 (Midnight)
- g) Performance of dance - Every day from 08:00 to 24:00 (Midnight)
- h) Activities similar in nature to e, f & g (live or recorded music and dance) -Every day from 08:00 to 24:00 (Midnight)

PROVISION OF ENTERTAINMENT FACILITIES:

- i) Facilities for making music - Every day from 08:00 to 24:00 (Midnight)
- j) Facilities for dancing - Every day from 08:00 to 24:00 (Midnight)
- k) Facilities for entertainment of a similar description to i or j (music and dancing) - Every day from 08:00 to 24:00 (Midnight)
- l) Provision of late night refreshment - N/A
- m) Sale by retail of Alcohol - Every day from 12:00 to 23:30 N.B. Under activity (m), consumption in the Community Hall grounds must cease at 23:00 and **whenever** it is expected that drinks will be taken out of the building into the Village Hall grounds all drinks, with the exception of tea and coffee must be dispensed into acrylic / plastic type containers.

PROCEDURE IN CASE OF ACCIDENTS:

The location of the nearest 24 Hour Hospital Accident and Emergency/Casualty dept is: HORTON GENERAL, BANBURY. In the event of any medical emergency dial 999 - This building is located at: - "Main Street, Great Bourton, OX17 1QU"

A defibrillator is located at the front of the old Village Hall in main Street opposite to the turning to Swan Lane. Organisers/Hirers are advised to identify qualified defibrillator users and/or first aiders when booking their event.

Hirers are reminded that children under the age of 12 are not allowed in the kitchen, when the kitchen is in use for catering purposes and in any event should always be accompanied by an adult.

IT IS THE RESPONSIBILITY OF THE HIRER TO RECORD ANY ACCIDENTS IN THE ACCIDENT BOOK WHICH IS LOCATED IN (????????????????)