



# St. Andrew's Parish Church Coulsdon

Woodmansterne Road, Coulsdon CR5 2DD

[www.standrews.coulsdon.net](http://www.standrews.coulsdon.net)

**Hirer is the St. Andrew's Parochial Church Council (PCC)**

## **APPENDIX 2 – Health and Safety Procedures**

### **Responsibilities**

- Hirers should be aware of and give thought to their responsibilities for the safety of people attending their activity, and the preservation of good order and decency therein.
- Hirers should ensure the efficient supervision of the Complex or facilities hired, the orderly safe admission and departure of persons to and from the Complex in case of emergency.
- A responsible person should be alerted to take control should an emergency situation require action.

### **Fire, evacuation, and security**

- Hirers should ensure that all fire exit doors are unfastened and subsequently kept unfastened and unobstructed and immediately available for exit during the whole time the Complex is in use, and no obstruction is placed or allowed to remain in any corridor.
- Hirers should ensure that all doors and windows are locked prior to departure from the Complex.
- The fire exits doors are situated as follows:
  - In the main hall
  - Next to the Ladies Toilets
  - On the Landing near entrance to the Stage
  - Downstairs near the Club Room
- (Only if the stage is being used) On the side of the Stage. Note that additional permission needs to be sought to use the Stage
- Smoking is strictly prohibited in all parts of the Hall Complex.
- Fire protection equipment within the building includes emergency lighting, a number of fire extinguishers and fire exit signs.
- In the event of a fire, the Fire Service should be called immediately and, if without risk, a small fire should be tackled with available equipment.
- If evacuation is required, a check should be made that no-one remains anywhere in the building, so far as this can be done without risk. A roll call should be taken to ensure that all are accounted for.
- The particular needs of vulnerable persons should be clearly understood, such as the elderly and infirm, the physically handicapped, those with limited sight or hearing, and children. In an emergency, for example wheelchair users may require able-bodied assistance.
- Hirers should ensure the safe use of the car park, ensuring emergency access available at all times.



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#### Equipment

- All electrical equipment brought onto the premises must carry current, valid PAT (Portable Appliance Testing) testing certification
- Any inflatable play equipment (e.g. bouncy castle) may only be used if it is provided by a professional supplier and covered by the supplier's insurance.

#### Accidents and incidents

- Hirers are liable for any accident or injury which arises out of their activities whilst using the Complex.
- Particulars of any accident or incident occurring during occupation of the Complex which did or could give rise to an injury must be recorded on an Accident Form (kept in the Servedy, with envelopes for return) as soon as possible after the accident or injury, but in any event before the premises are vacated by the hirer.
- The report of the accident/ incident must include:
  - Name, address and telephone number of persons injured
  - Exact time and place of the occurrence
  - Detailed description of the accident or incident, including a description of any apparatus or equipment involved
  - Name, address and telephone number of any witness(es) to the accident
  - Signed witness statement should be obtained, if possible
- Accidents and incidents, or any untoward event, should be reported to the Hall Lettings Manager as soon as possible, but in any event within 24 hours.
- The Accident Form should be placed in the envelop provided and posted through the church letter box - located just on the wall outside the front door of the hall.
- A green first aid box is kept in the Servedy.
- Those using the kitchen or servedy should keep in mind the potential for burns and scalds, especially to avoid small children or the elderly and infirm putting themselves at risk.
- Those using the cooker should ensure that the main switch on the wall is turned off to avoid unintended switching on of the cooking elements, and all small (not fridge) appliances should be unplugged from wall sockets when not in use.
- The stage should not be used without specific permission from the Hall Lettings Manager.