

6. Inspections

Test	when	By
Risk Assessments (this is updated monthly after the monthly inspection)	annually	Parish Council
Health and Safety/maintenance	monthly	Parish Council
Electrical Testing	annually	contractor (NIC registered)
Gas testing	annually	contractor (CORGI registered)
Fire Extinguishers	annually	contractor
Fire Alarm	Monthly	Parish Council

7. Fire

If there is a fire, raise the alarm (if able to) and get out by the nearest fire exist. These are located at:

<u>Fire Alarms</u>	<u>Fire Exists</u>	<u>Fire Extinguishers</u>
<ul style="list-style-type: none"> • Main Entrance • Back room, side of Exit Door • Side Entrance 	<ul style="list-style-type: none"> • Main Doors • Back Room • Side Doors 	<ul style="list-style-type: none"> • Near main door • Main Hall • Back room

Then assemble in the car park near to the entrance gates.

There is a fire blanket in the kitchen.

All fire exists MUST at all times be kept clear and keep fire doors closed and not wedged open.

8. First Aid Box

The First Aid Box is located in the tall cupboard in the kitchen.

The contents are checked monthly.

9. How the policy will be put into action

The Parish Council will ensure that all users implement the requirements of the policy within their areas of responsibility.

The leaders of the groups, and the person booking the hall will:

- Ensure that the group is aware of the health and safety policy posted on the notice board
- All significant risks are identified, assessed, managed and reported
- Users should check the area and ensure that safety is a priority
- Risks which cannot be dealt with immediately, should be reported to the Parish Council to action

10. Consultation

The Parish Council believe that active groups/users have an important contribution to make to ensure the hall is safe at the time of their hire.

Accident report form (Investigating from Parish Council)

Name of person

Address

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Tel:

Details of Accident:

What happened:.....

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When:

Where:

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Cause:

Sign: **Date:**

Parish Actions:

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Discussed at meeting: **Min No.**