



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

July 2022

SAFETY CHECKLIST AND INSTRUCTIONS FOR USE OF THE COMMUNITY ROOM

We ask that you read this document fully and carefully noting what applies and what we ask you to do to keep the Community Room running as all would wish.

The following checks are to be made by the person in charge on each occasion that the Community Room is used. All Hirers and Users should be aware of the noted policies and act upon them. All group leaders to read the Health and Safety Policy.

On arrival at the premises you are hiring, ensure you acquaint yourself immediately with the following:-

- a) ENSURE THAT EVERYONE SIGNS AN ATTENDANCE LIST ON ARRIVAL
- b) FIRE EVACUATION PROCEDURE FOR YOUR GROUP
- c) FIRE DOORS - LOCATION
- d) FIRE APPLIANCES - LOCATION

In the event of a fire dial 999.

Evacuate the building immediately closing all doors and windows if safe to do so and turning off any electrical appliances in use.

People in charge of groups using the building should arrange for their group to congregate in one predetermined area agreed prior to the activity taking place. The area chosen should be clear of the entrance the Fire Brigade will use to gain access to the site.

A roll call must then take place to confirm that everyone on the list is out of the building and accounted for. If anyone is missing advise the Fire Brigade immediately upon their arrival.

REGULAR USERS – a fire drill should be held at least once per year by all regular users. Arrangements will then be made to record the action.

Please ensure:

- Emergency exits are usable and not obstructed. All fire doors are closed
- Fire detection equipment and fire-fighting equipment is visible, usable, in situ and not obstructed.
- Reasonable care is taken of the building and its contents, including any special equipment, furniture & kitchen equipment. All hirers will be held responsible for any items lost, stolen or damaged during the period of hire.
- The hirer of the premises must ensure that adequate adult supervision is provided for all underage groups and disabled/aged categories using the premises in accordance with Government and Sheffield City Council Guidelines.
- The Parish Council is anxious to ensure that children using its facilities are properly protected. The hirer will be required to complete a declaration relating to the existence of a criminal record checks, in accordance with Rehabilitation of Offenders legislation as well as provide valid DBS certificate(s). Appendix D Standard Conditions of Hire for Village Halls – ACRE’s Model Hiring Agreement 9. Safeguarding children, young people, and adults at risk You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.
- Any damage or breakages should be reported immediately to a member of Ecclesfield Parish Council. Costs of any repairs or replacement, will be collected from the Hirer, at the discretion of Ecclesfield Parish Council.
- Any use of the First Aid Kit must be reported when returning the keys & the Accident Book completed, as necessary.
- All sources of combustible materials are removed from the vicinity of sources of combustion.

In addition, Ecclesfield Parish Council reminds organisers and users that:

- Use of candles is prohibited.

- There should be no naked flames
- Smoking is not permitted in any part of the building at any time [this includes electronic or vapour cigarettes].
- Rubbish is to be removed to the outside refuse bins located outside the Council Offices.
- Use of and crossing the car park by pedestrians is entirely at the risk of those so doing. Ecclesfield Parish Council will not accept any liability for loss, damage or injury.
- The 'Hirer' is not to sell alcoholic drinks on the premises unless the Hirer has their own licence.
- The Council **does not** hold a PFRS where copyright material is to be used, you will be required to obtain your own licence for the purpose of music, singing & dancing. The Council **does not** hold a TV Licence.
- All users of our premises must provide a copy of their public liability insurance to the value of £2million on an annual basis. The Council is unable to indemnify users for any activity, given the variety of users and events that take place, hence the need for groups to insure their own members and activities.
- All lettings are accepted on a week to week basis. Hire of the premises is at the discretion of the Parish Council. No reason may be given by the Parish Council for refusing anyone the use of the premises and no rights to permanent hire are granted to any user.
- Payment for hire must be made prior to the booking All charges are subject to review and charges made will be in accordance with the times detailed on the letting's records.
- Cancellations must be made 7 days prior in order to obtain a refund. Any cancellations made within 7 days of the booking must be paid for.

At the end of the function please see that:

- All appliances in the kitchen and water heaters are turned off and/or unplugged before locking up.
- The kitchen and room area is left clean, tidy with no spillages & with surfaces wiped.
- Crockery, glasses & cutlery used should be washed, dried and placed in the appropriate cupboards. Furniture is appropriately put away, with tables & chairs stacked at the end of the furniture storage area.

- All lights are turned off when you leave.
- Both fire doors are properly secured

The event organiser is responsible for making sure that the hall is left with all lights turned off & secured upon final leaving and that keys are returned to the Council offices.

These matters are to ensure that Health, Safety and Hygiene are not compromised for the next users of the Community Room and to comply with insurance and the Premises Licence conditions.

The Council Offices are open Monday-Friday 9am- 12pm.

In the event of an out of office emergency, please contact the Clerk on: 07842 358621.

I agree to adhere to the above-mentioned conditions.

Signed Date.....

Name of Organisation

Position