

# STEDHAM MEMORIAL HALL TRUST

## CONDITIONS OF HIRE AND USE (HEALTH AND SAFETY)

1. The Hirer is responsible for the health and safety of all those present, is responsible for compliance with current Health and Safety regulations and **MUST** be familiar with Health and Safety issues **specific** to the Memorial Hall (the Health and Safety File).
2. The Memorial Hall is situated in a “Dark Sky” area and it is strongly advised to bring torch(es) if the hire covers any period after dark. There is no fixed line telephone – the Hirer should have a mobile phone in case of emergency.
3. The Memorial Hall and its surroundings are **NO SMOKING** areas.
4. The maximum capacity of the Hall is 100 persons.
5. Where use of the premises involves minors or other vulnerable persons, the Hirer **MUST** provide a suitably competent person to be responsible for ensuring their safety. Minors and other vulnerable persons are not allowed in the kitchen, the chair store and the storage passage at the north end of the Hall.
6. No person is allowed on the premises in an intoxicated condition.
7. The Hirer **MUST** ensure that he/she has knowledge of the Fire Procedure and that the two fire exits are kept clear at all times.
8. The Hall is fitted with smoke and heat detectors connected to an audible alarm. The Hirer **MUST** check on the alarm panel (*see location of services*) that there are no fault or alarm conditions (internal sounder and indicator light(s)) before use.
9. Electrical equipment brought into the hall must have a current PAT certificate and be safe and be in good working condition. Memorial Hall portable electrical equipment should be visually checked before use as good practice (cable not frayed, no signs of overheating, cable securely in plug).
10. Electrical circuits are protected by circuit breakers in the electrical cupboard. Sockets must not be overloaded. It is not permitted to interfere with circuits by changing light bulbs, starters or fuses.
11. Cleaning chemicals (stored in the locked cupboard in north corridor) are only to be used by those familiar with domestic chemicals and their hazard notices on label/packet.
12. Hirers must ensure that individuals only carry out tasks within their capability/fitness, e.g. moving/erecting tables, lifting, use of ladders, use of kitchen etc. Volunteers (i.e. those not formally ladder-trained) should only use a ladder in pairs.
13. All accidents involving injury must be reported as soon as possible to a member of the Hall Management Committee. An Accident Form must be completed. Any serious accident **MUST** be reported immediately to RIDDOR (a Memorial Hall Committee member will assist). It is requested that incidents (abnormal events e.g. fire alarm going off) **NOT** resulting in injury also be reported so that we can learn and improve.

**THESE CONDITIONS APPLY TO ALL USERS AND CONTRACTORS  
CARRYING OUT EVENTS OR WORK AT STEDHAM MEMORIAL HALL**