



# **Hirer's operational requirements to meet the Health and Safety Policy Statement of the Sedbergh People's Hall**

## **Health and Safety Policy Statement**

The People's Hall Management Committee considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of paramount importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage staff, volunteers, committee members, hirers and users to engage in the establishment and observance of safe working practices.

It is the intention of the People's Hall Management Committee to comply with all Health and Safety legislation and to act positively, where it can reasonably do so, to prevent injury, ill-health or any danger arising from its activities and operations.

Our policy is to: a) provide healthy and safe working conditions, equipment and systems of work; b) keep the hall and equipment in a safe condition; c) provide such training and information as is necessary; for staff, volunteers, committee members, hirers and users.

Staff, volunteers, committee members, hirers and users are expected to recognise there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or to others.

It is the duty of all staff, volunteers, committee members, hirers and users to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy, including the grounds.

Revision Date March 2018

## 1 GENERAL

This document sets out the health and safety requirements in the hirer's use of the Hall, in order to provide as far as is reasonably practical a safe and healthy environment.

The Management Committee of the Sedbergh People's Hall invites comments, corrections, suggestions, etc., for the improvement of the health and safety provisions of the Hall.

This is a live document and hirers should check the web site for the latest edition.

## 2 INTRODUCTION

Safety is considered as freedom from unacceptable risk. There can be no absolute safety. Some risks will remain, as "residual risk". Therefore a product or process (e.g. operation, use, inspection, testing, or servicing) can only be relatively safe. Safety is achieved by sufficient mitigation or reduction of the risk.

Safety is achieved by the search for an optimal balance between the ideal of absolute safety and the demand to be met by a product or process and factors such as benefits to the user, suitability for purpose, cost effectiveness, and conventions of the society concerned. Consequently, there is a need to review continually the established safety levels, in particular when experience necessitates review of the pre-set safety levels and when developments, both in technology and knowledge, can lead to feasible improvements to attain the minimum risk compatible with the use of a product, process or service.

Safety is achieved by the iterative process of risk assessment (risk analysis and risk evaluation) and risk reduction.

Risk assessment is a series of logical steps, which enable in a systematic way, the examination of hazards.

Risk assessment is followed, whenever necessary, by the risk reduction process.

When this process is repeated it gives the iterative process for eliminating hazards as far as possible and for implementing protective measures.

The final process is control of residual risks.

## 3 TERMS USED

**Shall** is a requirement

**Should** is a recommendation

**Can** is a physical possibility

**May** is permission

**Apparatus** includes: equipment, devices, computers, tablets, projectors, audio/visual equipment, furniture, stage props, etc., which the hirer brings into the Hall.

## 4 ARRANGEMENTS NOT COVERED BY THIS DOCUMENT

Where a hirer is unable to comply with any requirements laid out in this document, they may provide a risk assessment using the template form in *Basis of risk assessments used to derive health and safety requirements at the Sedbergh People's Hall* and meeting the *List of significant hazards*) and a method statement to follow the principles expressed in the Introduction and the Health and Safety Policy Statement to ensure a safe environment. This risk assessment shall be provided in good time prior to the affected hire sessions(s) and considered by the Committee to give approval or otherwise. The Committee's decision is final.

## 5 INSURANCE

All hirer's shall have insurance to cover any risks that may arise from their actions, including third party cover. The Hall has insurance to cover its facilities and activities only.

The Hall may request at any time details of a hirer's insurance policy including but not restricted to provider name, address, telephone, policy number, terms and conditions. On request the hirer shall provide a copy of their current insurance policy certificate. Where special risks in the hirer's use of the Hall have been identified a statement from the insurer may be requested to cover the hirer's use.

## 6 FABRIC ALTERATIONS

Hirers shall not interfere with the fabric of the Hall. This includes the fixing of hooks, drilling, bolting, brackets, equipment, etc. Should this be considered necessary, then the permission of the Committee shall be obtained.

## 7 EMERGENCY EXITS

The Hall has an above average number of emergency exits.

The **Main Hall** has three primary and two secondary exits.

At no time shall the main primary (front) exit or side primary (toilet) exit to the main hall be obstructed. A clear area of at least two metres by two metres shall always be maintained with clear walking routes to them.

The side primary (Highfield) exit should generally be available. It may be taken out of use provided the secondary stage left and stage right emergency routes are available.

The secondary stage left and/or stage right emergency routes can be taken out of use provided the three primary routes are available with clear access.

This allows various stage productions to be mounted without compromising safety.

Clear routes should be provided by arranging chairs tables, etc in such a manner that clear pedestrian routes of approximately 1200 mm wide are maintained to an exit.

The **Committee Room** has three primary exits, none of which shall be obstructed. These are the main (kitchen lobby) exit, the back stage (screen) exit and the exit to the outside of the Hall.

Clear routes should be provided by arranging chairs tables, etc in such a manner that clear pedestrian routes are maintained to an exit.

## 8 FIRE ALARM & APPLIANCES

A fire alarm system is installed. On its activation, the Hirer's steward(s) shall ascertain the cause and if necessary advise all occupants to leave the building. Other instructions are provided at the fire panel situated in the main entrance lobby.

The Hall is equipped with a number of fire alarm points and firefighting appliances. Hirers should make themselves aware of these facilities.

## 9 ELECTRICAL

All portable electrical equipment

- shall display an up to date PAT check sticker.  
Exceptions are where it is not practical to display a sticker. These include moulded power leads for laptops, phone chargers and other devices, which plug directly into a socket outlet and provide a low voltage supply.
- shall not have a rating greater than 3 kW  
The hirer should check the rating of their equipment.
- shall be suitably fused.
- shall be connected to a socket outlet switched in the off position.
- shall be powered up and down using the equipment's inbuilt control switch, where provided. Where an inbuilt control switch is not provided the equipment should be connected to a socket outlet set in the off position.
- shall be disconnected from a socket outlet switched to the off position.
- shall have a power lead no longer than two metres that shall be so placed as not to present a tripping or entanglement hazard.  
Where power leads are longer than two metres they shall be reduced to an extension of two metres. (see cabling)

## 10 CABLING

It is often necessary to use power lead extensions, audio/video and signal cables between hirer's apparatus. The following requirements shall be then be followed.

- No electrical power cables, signal cables, etc. shall be placed or laid where members of the public, sit, stand, move about or can come into contact with them.
- "Cables" can be laid along the periphery of the Main Hall, Committee Room, lobbies, etc. either above floor level, ie along the tops of skirting or at higher levels (by the permission of the Committee) and they shall be firmly secured to prevent dislodging or interference.
- An exception may be made in an open space, where members of the public are not normally expected to be present, and they are practically excluded, such as in front of the stage. Examples include: video projection to stage or front of stage mounted screens where only speakers, presenters or performers, etc. are present. In such circumstances cabling may be securely fixed to the floor by temporary and other careful means, or covered with low profile cable guards. Persons likely to walk over such cabling shall be instructed for their personal care. All public access shall be supervised.

The People's Hall has extensive permanently installed audio/visual, signal and power cabling from the Technical Booth to the stage area, which may be used by arrangement.

## 11 FREE STANDING OR LARGE OR HEAVY APPARATUS

Some portable apparatus such as music stands, drum kits, keyboards, DJ equipment, lecterns, etc. shall be placed to reduce the possibility of unsafe use according to custom.

Some manufactured apparatus such as speaker stands, camera stands, screens, etc. should be deployed according to the manufacturer's instructions. Care should be taken to ensure the stability of such apparatus. Any cabling from such apparatus shall comply with the Cabling requirements above.

Some specialist apparatus, which includes video projectors, sound and lighting desks, replay equipment shall not be placed in the Main Hall. Such apparatus shall be placed in the technical booth or in the stage area, where it can be supervised by competent operators.

Some very large apparatus shall not be brought into the Hall and there are some restrictions in the Hall's insurance policy, eg: bouncy castles. Hirers with such requirements shall consult the Committee.

## 12 PERFORMANCE APPARATUS

On occasions performers and hirers may bring apparatus into the Hall in order to entertain or inform audiences. Examples include comic props, water troughs, balloons, electrical illusions, etc. Any performer or hirer intending to bring such apparatus in the Hall shall carry out a risk assessment and if necessary consult the Committee if in doubt. Such apparatus shall not damage the fabric of the Hall, eg: hot, wet, etc.

## 13 OTHER HAZARDS

It is not intended that this document covers all hazards as many can be dealt with by the hirer on the basis of "common sense". However, if a specific hazard is identified the Committee may decide to add it to this document.

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