

Stockbridge Town Hall

Safety Rules for Users



Users must follow the practices below to minimise the risks to themselves and others

1. Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
2. Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
3. Do not work on steps, ladders or at height until they are properly secured, and another person is present.
4. Do not leave portable electrical or gas appliances operating while unattended.
5. Do not bring into the property any portable electrical appliances which have not been Portable Appliance Tested.
6. Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) without using the trolleys provided. Do not stack chairs above the specified height where shown in notices.
7. Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
8. Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions).
9. Avoid over-crowding in the kitchen and do not allow running.
10. Report any evidence of damage or faults to equipment or the building's facilities by providing details in the maintenance book in the kitchen and to a member of the committee *
11. Report any injury and/or dangerous occurrence in the accident book in the kitchen and to a member of the committee *
12. Be aware and seek to avoid the following risks:
 - a. Creating slipping hazards on stairs, polished or wet floors – mop spills immediately.
 - b. Creating trip hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - c. Use adequate lighting to avoid tripping in poorly lit areas
 - d. Risk to individuals while in sole occupancy of the building
 - e. Risks involved in handling kitchen equipment e.g. cookers, water heaters and knives
 - f. Creating toppling hazards by piling equipment e.g. In store cupboards.

**** see contact details in the kitchen and on the notice board under the main stairs***