

THE CLIFFE HALL, CLIFFE HIGH STREET, LEWES, BN7 2AH
HEALTH AND SAFETY POLICY
FIRE PROCEDURES AND EVACUATION PLAN
(to be read in conjunction with the Terms and Conditions)

The Cliffe Hall General Statement of Policy is to:

1. Provide healthy and safe working conditions, equipment and systems of work for ALL USERS (hirers/management/contractors) of the hall.
2. Keep The Cliffe Hall and equipment in a safe condition for ALL USERS.
3. Provide such training and information as is necessary to ALL USERS.
4. Carry out risk assessments every two years.

The Cliffe Feoffees, the owners of The Cliffe Hall, has drawn up this Policy to clarify procedures and areas of responsibility in ensuring the health and safety of ALL USERS.

It is the intention of The Cliffe Feoffees 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.

The Cliffe Feoffees considers the health, safety and welfare of ALL USERS of The Cliffe Hall to be paramount at all times. The Cliffe Feoffees has a legal responsibility under health and safety law to take reasonable measures to ensure The Cliffe Hall building, access to it and any equipment or substances provided are in a good repair and safe for the purposes users are expected to use them for, so far as is “reasonably practicable” and have appropriate fire precautions in place.

ALL USERS of The Cliffe Hall will be expected to recognise that there is a duty on them to comply with the practices set out by The Cliffe Feoffees, 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 others. It is expected that ALL USERS familiarise themselves with this document and related documents and always use safe working practices and to co-operate with The Cliffe Feoffees in keeping the premises safe and healthy including the precinct and access to the hall.

Signed:.....

Dated:.....17th May 2019.....

JOHN CLARK

CHAIRMAN OF THE CLIFFE FEOFFEEES

RESPONSIBILITY FOR CARRYING OUT THE STATEMENT OF POLICY

The Cliffe Feoffees has overall responsibility for health and safety at The Cliffe Hall, Lewes.

The person delegated by The Cliffe Feoffees to have day to day responsibility for the implementation of this is:

Hall Manager

Tel: 01273 937755

Email: hall@cliffehall.uk

It is the duty of ALL USERS of The Cliffe Hall to take care of themselves and others who may be affected by their activities and to co-operate with the management of The Cliffe Hall in keeping the premises safe and healthy including the precinct and parking.

Should anyone using The Cliffe Hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above as soon as possible and details of the fault, damage or other situation should be written in the "Incident Book" (stored in the kitchen underneath the First Aid Box) so that the problem can be dealt with as soon as possible. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

The Clerk of The Cliffe Hall on behalf of The Cliffe Feoffees is responsible for:

First Aid Box, Reporting of Accidents, Fire Precautions and checks, Risk Assessments and safety inspections, information to contractors and hirers and insurance, Health & Safety and Safeguarding Policies.

The Cliffe Feoffees do not have any legal responsibility for risks created by users of The Cliffe Hall.

Whilst every effort is made to ensure that the hall is left in a safe condition, no one can guarantee total protection against accidents. Precautions will be taken where possible to ensure the health and safety of ALL USERS of The Cliffe Hall. It is therefore recommended that ALL USERS make their own checks and assess any risk relevant to their intended use at the start of the hire.

A plan of the hall is attached showing the location of the fire exits, fire extinguishers/blanket, assembly point.

In order to reduce the possibility of accidents, The Cliffe Feoffees has taken the following steps:

- To carry out a full risk assessment every two years or sooner if deemed necessary by The Cliffe Feoffees.
- Take action to eliminate or reduce hazards.
- Demonstrate arrangements are in place.
- Display a copy of the Health and Safety Policy in the hall.
- Ensure ALL USERS of the hall are made aware of the Health and Safety Policy and the Fire/Evacuation Procedures.

ARRANGEMENTS AND PROCEDURES

1. **Equipment:** Electrical installation is tested every 5 years. Electrical Appliances are tested annually.
2. **Procedure in case of Accidents:**
 - Nearest hospital – Royal East Sussex Hospital, Brighton
 - Nearest Minor Injuries Unit (MIU) – Lewes Victoria Hospital, Nevill Road, Lewes, BN7 1PE 01273 474153. Opening hours: 8am – 8pm.
 - Nearest surgery – River Lodge Surgery, Malling Street, Lewes, BN7 2RD. Tel: 01273 472233 or 111 (out of hours)
 - Location of First Aid Box – Kitchen – bottom of stairs.
 - Accident Report Book – underneath First Aid Box
 - Incident Report Book – underneath First Aid Box
 - ALL accidents/incidents MUST BE REPORTED to the Clerk of Cliffe Hall.
 - ALL accidents must be reported in the Accident Report Book (Located in the kitchen). To ensure personal data is kept confidential, individual records are removed and held separately. The cause of the accident will be investigated so as to reduce risk of reoccurrence.
3. **Safety Rules:** ALL USERS are expected to read the whole of the hiring agreement (Terms and Conditions, Booking Form, User’s Guide and Health and Safety/Fire Procedures/Evacuation Procedures).

ALL NEW USERS will be given information/training by the Clerk of the Cliffe Hall about health and safety procedures including evacuation plan which they will be expected to follow eg fire evacuation, emergency procedures, car parking, stacking chairs/tables, use of equipment and will be shown the location of the Accident and Incident books.

“Safety Checks” are carried out weekly and recorded. Any risk found is recorded and action taken to rectify the problem. A daily “safety check” is also carried out. If this is not carried out then a notice is put in the hall to this effect. Risk assessments/safety checks ARE NOT carried out on Bank Holidays or Sundays. It is advisable for ALL USERS to do their own risk assessment/safety check at the beginning of their hiring period.

ALL USERS are expected to recognise that there is a duty on them to comply with the practices set out by The Cliffe Feoffees 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 others.

The following practices must be followed in The Cliffe Hall in order to minimise risks:

- Make sure all emergency exit doors are clear and unlocked as soon as the hall is used and during the hiring.
- Remove all hazards and obstacles eg bicycles, buggies, umbrellas, bags, clothing from the hall floor entrance, inner porch, corridors, stage steps and kitchen steps.
- Have a “sign-in” register (roll call purposes).
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration, etc

- No electrical leads must trail across the floor without being covered with purpose made rubber covering (provided).
- No electrical/LPG heaters can be brought into and used in the hall.
- Electrical/gas appliances must not be left unsupervised when in use.
- ALL USERS have the responsibility to ensure all electrical appliances (NOT 'fridge) are turned OFF when leaving the hall.
- Plug sockets must not be overloaded.
- Do not allow children under 12 years in the kitchen.
- Avoid over-crowding in the kitchen and do not allow running.
- Be aware of kettles with hot water and the position of the flex of the kettle and care when using knives.
- It is the responsibility of ALL USERS to ensure the kitchen equipment is stored safely in the kitchen cupboards.
- Do not drink the water from the tap above the "round" sink.
- Be aware of ALL spillages on the floor. Spillages must be wiped up immediately with paper towels to prevent slipping. Spare paper towels are stored in the cupboard under the sink.
- Be aware of the chair stacking and table stacking procedures. There are wall instructions detailing strict stacking procedures. It is the responsibility of ALL USERS to ensure the chairs and tables are stacked safely.
- Only tables to be stored in the Table Room unless special permission has been agreed.
- It is the responsibility of ALL users to protect themselves from injury when lifting, carrying, pulling, pushing or reaching at height. DO NOT attempt to lift/reach for anything you know is beyond your capability – ask for help.
- Do not work on steps, ladders or at height unless the steps/ladders are properly secure and another person is present.
- It is the responsibility of ALL users to ensure that any parking in the precinct is carried out in a sensible and safe manner and that the entrance to the precinct (by St Thomas a Becket Church) is kept FREE AT ALL TIMES for emergency vehicles.
- Any person with a disability should be able to park near to the hall main entrance.
- CONTRACTORS are responsible for any persons in The Cliffe Hall and for meeting their statutory obligations with regard to Health and Safety, Fire Precautions including Evacuation and Public Liability Insurance.

Review of Health and Safety Policy:

The Cliffe Feoffees will review this policy annually. The next renewal date is May 2021

Please note all aspects of health and safety are reported to The Cliffe Feoffees regularly including accidents, faults, misuse by hirers or other matters which could affect the health and safety of USERS.

FIRE PROCEDURES AND EMERGENCY EVACUATION

- The Cliffe Hall has a FIRE RISK ASSESSMENT carried out regularly by professional Fire Risk assessors.
- The fire extinguishers are serviced each year.
- Fire Exits and Emergency lighting are clearly marked.
- Emergency lighting is checked weekly.
- Smoke alarms are in place and checked weekly.

USERS must be aware that the following hazardous items/activities must not be used/stored in the hall:

- Flammable liquids
- Combustible materials must not be used near naked flames eg matches.
- Electrical equipment producing heat.
- BBQ equipment or any cooking equipment in the main hall.
- Fireworks or naked flames eg candles.
- Inflatable entertainment equipment eg bouncy castles, etc
- Smoking/vaping is forbidden in the hall, outside porch, church and surrounding area.

FIRE AND GENERAL EMERGENCY EVACUATION PROCEDURES – ALL USERS MUST:

- APPOINT A FIRE OFFICER (FO) AND EMERGENCY EVACUATION OFFICER (EEO)** who must be familiar with The Cliffe Hall Terms and Conditions and Health and Safety, Fire Procedures and Emergency Evacuation Policy and carry out the following:
 - (i) Be aware that the occupants of The Cliffe Hall is the overriding priority.
 - (ii) Be aware of the location of ALL fire extinguishers and fire blanket (see attached plan).
 - (iii) Be aware that the FO should only attempt to use the fire extinguishers if competent to do so.
 - (iv) Ensure all fire exit doors open easily and are not obstructed.
 - (v) Ensure all emergency lighting is not covered up.
 - (vi) Know the emergency plan – fire exits, escape routes to assembly point (main car park BEHIND Dorset Pub).
 - (vii) Have a team of responsible persons to help and delegate specific jobs eg call emergency services, look after specific persons with special needs, tick off names from “sign in” register, close windows/doors, etc.
 - (viii) Have a “sign-in” register.
 - (ix) Assess if any occupants have special needs.
 - (x) Call emergency services – to The Cliffe Hall, Cliffe High Street, Lewes, BN7 2AH (behind church).
 - (xi) Ensure the hall is not overcrowded. (No more than 80 persons).
 - (xii) Ensure sensible car parking and that no vehicles are blocking the entrance to the precinct to prevent emergency vehicles entering the precinct.
 - (xiii) Ensure no naked flames are used in the hall.
 - (xiv) Any fire MUST BE reported to the Clerk of The Cliffe Hall.
 - (xv) No matter how small the fire – CALL THE FIRE SERVICES ON 999.
 - (xvi) On arrival of the Fire Services the FO should inform the Fire Services that all occupants have been accounted for or any other situation.
 - (xvii) At the beginning of the meeting/event ALL occupants should be aware who the FO/EEO are and inform the occupants of the fire procedures.

- (xviii) On finding a fire shout "FIRE" VERY LOUDLY and inform your FO.
- (xix) Be directed by your FO/EEO.
- (xx) All occupants must remain at the Assembly Point under the control of the FO/EEO or representative until everyone is accounted for.
- (xxi) Give your name to the FO/EEO or representative for "Roll Call" purposes.
- (xxii) No person should re-enter the hall until it is advised it is safe to do so.

DO NOT TAKE RISKS

Cliffe Hall Manager	Tel: 01273 937755 Email: hall@cliffehal.uk
Cliffe Hall Owners	The Cliffe Feoffees Charity No: 220487
Cliffe Hall address	The Cliffe Hall, Cliffe Square, Cliffe High Street Lewes BN7 2AH (It is advisable to state BEHIND St Thomas a Becket Church
Cliffe Hall Insurers	Ansvar: Policy No: CCP 6110061