

THE CLIFFE HALL HEALTH AND SAFETY POLICY

FIRE PROCEDURES AND EMERGENCY EVACUATION

(to be read in conjunction with the Hire 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.

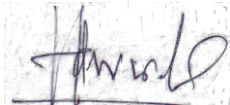
It is the intention of The Cliffe Feoffees to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

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.

The Cliffe Feoffees will review this policy annually. The next renewal date is June 2024.

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.



Signed:.....

JOHN EDWARDS

CHAIRMAN OF THE CLIFFE FEOFFEEES

Dated at: \27/06/2023

Following Contents:

- Responsibility for Carrying Out the Statement of Policy
- Arrangements and Procedures

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:

The Hall Manager
Tel: 07522 327301
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 Hall Manager of The Cliffe Hall is responsible on behalf of The Cliffe Feoffees 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 showing the location of the fire exits and assembly points are shown clearly at both Fire Exits.

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:** The Electrical Installation Condition is tested every 5 years. Portable 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, Neville 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 Manager 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 must read the whole of the Hire Agreement (Terms and Conditions, User's Guide, New Hirer Checklist, Health and Fire Safety Policy, Safeguarding Policy).

ALL NEW USERS will be given information/training by the Manager of the Cliffe Hall about health and safety procedures including evacuation plan which they will be expected to follow eg fire evacuation, gas leakage, 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 for roll call purposes or similar.
- 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.
- 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 can 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 to steady the steps/ladders.
- 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 mobility issues 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, and Hot Working.

4. FIRE PROCEDURES AND GAS 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.
- Gas appliances are inspected annually by a Gas Safe Registered Engineer.
- The Electrical Installation Condition is inspected every five years.

USERS must be aware that the following hazardous items/activities must not be used or 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 can only be used with the express permission of the Hall Manager who will direct you to an approved selection of castles from our approved supplier.
- Smoking/vaping is forbidden in the Hall, outside porch, church and surrounding area.

5. FIRE EMERGENCY EVACUATION PROCEDURES—ALL USERS MUST:

The Hirer—or someone else specifically appointed by the Hirer—must act as a Fire Officer (FO) and Emergency Evacuation Officer (EEO) and must be familiar with The Cliffe Hall Terms and Conditions, Health and Safety, Fire Procedures and Emergency Evacuation Policy and carry out the following:

- (i) At the beginning of the meeting/event ALL occupants should be aware who the FO/EEO (normally the Hirer) are and inform the occupants of the fire procedures.
- (ii) Be aware that the occupants of The Cliffe Hall is the overriding priority.
- (iii) Be aware of the location of ALL fire extinguishers and fire blanket.
- (iv) Be aware that the FO should only attempt to use the fire extinguishers if competent to do so.
- (v) Ensure all fire exit doors open easily and are not obstructed.
- (vi) Ensure all emergency lighting is not covered up.
- (vii) Know the emergency plan—fire exits, escape routes to assembly point (main car park BEHIND Dorset Pub).
- (viii) 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.
- (ix) Have a “sign-in” register for each session—however the register is kept.
- (x) Assess if any occupants have special needs.
- (xi) Call emergency service to The Cliffe Hall, Cliffe High Street, Lewes, BN7 2AH (behind church).
- (xii) Ensure the Hall is not overcrowded (No more than 80 persons).
- (xiii) Ensure sensible car parking and that no vehicles are blocking the entrance to the precinct to prevent emergency vehicles entering the precinct.
- (xiv) Ensure no naked flames are used in the Hall.
- (xv) Any fire MUST BE reported to the Manager of The Cliffe Hall immediately.
- (xvi) No matter how small the fire—CALL THE FIRE SERVICES ON 999.
- (xvii) On the arrival of the Fire Services the FO should inform the Fire Services that all occupants have been accounted for or any other situation.
- (xviii) On finding a fire shout “FIRE” VERY LOUDLY and break the glass of the fire point with a key or similar but never with your hand, 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.

6. GAS EMERGENCY EVACUATION PROCEDURES—When Gas is smelt:

INSIDE THE BUILDING DO NOT:

- (i) Smoke, light a match or use any other naked flame.
- (ii) Turn any electrical switches on or off.
- (iii) Use mobile phones or any other electrical devices which could cause a spark.

DO:

- (iv) Extinguish any flames.
- (v) Open doors and windows to allow fresh air in.
- (vi) Ensure everyone leaves the property and moves to the other side of the precinct.

Cliffe Hall, 28 Cliffe High Street, Lewes BN7 2AH
hall@cliffehall.uk 07522 327301 www.cliffehall.uk

- (vii) Turn off the gas at the mains valve—see the instructions in the Lobby to the right of the Main Exit to see how to do that. This procedure will be shown to you in person during your induction in using the Hall.
- (viii) Phone the National Gas Emergencies free number on 0800 111 999. Only use a mobile phone well outside the property.
- (ix) Follow the advice given by the emergency adviser.
- (x) Wait outside for a gas engineer to arrive and Contact the Hall Manager on 07522 327301
- (xi) If anyone is feeling unwell, tell them to visit their GP or hospital immediately. Tell them you may have been exposed to a gas leak/carbon monoxide.

DO NOT TAKE RISKS

Cliffe Hall Manager	Tel: 07522 327301 Email: Hall@cliffehall.uk
Cliffe Hall Owners	The Cliffe Feoffees Charity No: 220487
Cliffe Hall address	The Cliffe Hall, 28 Cliffe High Street, Lewes BN7 2AH
Cliffe Hall Insurers	Ansvar: Policy No: CCP 6110061

Updated June 2023