

## **Westerham Town Council**

### **Health and Safety Policy for Hirers of Council Chamber**

#### **Responsibilities**

Hirers should be aware of and give thought to their responsibilities for the safety of people attending their activity.

The responsible person should be alert to take control should an emergency situation require action, such as vacating the building or other appropriate action.

The responsible person will

- give a verbal demonstration of the fire evacuation procedure
- show what to do in the event of a fire
- show all escape routes and location of fire doors.

This must be completed before the event takes place,

#### **Burns and scalds**

Those using the kitchen should keep in mind the potential for burns and scalds, especially to avoid small children or the elderly and infirm putting themselves at risk.

#### **Fire**

Fire protection equipment within the building includes emergency lighting, a fire alarm system, a number of fire extinguishers and fire exit signs. A first aid box is kept in the upstairs hallway.

In the event of a fire the Fire Service should be called immediately and, if without risk, a small fire should be tackled with the available equipment.

#### **Please see separate sheet on Emergency Procedures**

#### **Accidents and incidents**

Particulars of any accident or incident occurring during occupation of the building which did or could give rise to an injury must be recorded in the Accident Book as soon as possible after the accident or injury, but in any event before the premises are vacated by the hirer. The report must include:

- Name, address and telephone number of persons injured
- Exact time and place of the occurrence
- Detailed description of the accident or incident, including a description of any apparatus or equipment involved
- Name, address and telephone number of any witness(es) to the accident
- Signed witness statements should be obtained, if possible.
- Accidents and incidents, or any untoward event, should be reported to WTC Clerk as soon as possible, but in any event within 24 hours.

**I accept that I am the Responsible Person:-**

**Signed.....**

**Print name .....**

**Date .....**

**February 2015**

**Reviewed 19<sup>th</sup> November 2020**

**REVIEWED: Annually**