

Pillerton Priors

VILLAGE HALL

Health & Safety Policy of Pillerton Priors Village Hall

KITCHEN

All electrical equipment will be tested annually by a competent electrician and labelled fit for use. Cutlery and chinaware will be inspected annually for damage and replaced as necessary. Worktops and units inspected for damage & repaired. First aid box to be checked and replenished as necessary.

MAIN HALL AND JOHN FINDON ROOM

All electrical equipment will be tested annually by a competent electrician and labelled fit for use. Chairs and tables will be inspected at regular intervals for damage and repaired. Floor to be inspected at regular intervals for damage and repaired.

TOILETS

All sanitary ware to be inspected for damage at regular intervals.

GENERAL

Doors and windows to be inspected for damage at regular intervals. Electrical system to be checked annually by a competent electrician and a certificate issued. Fire alarm and fire fighting equipment to be checked annually by a competent contractor and a certificate issued. Fire alarm system to be checked and recorded at regular intervals. Store room equipment see separate risk assessment.

EXTERNALLY

Car park to be kept in a tidy condition. Playing field to be kept mown and in a tidy condition. Goal posts & fences to be inspected at regular intervals and kept in a sound condition.

Any defects to be reported to The Village Hall Management Committee.