

FILLONGLEY VILLAGE HALL TRUST

Coventry Road, Fillongley, Coventry.CV7 8EQ

REGISTERED CHARITY NO: 228210

Clerk to the Trustees: Mrs Heather Badham,
Telephone 01676 549193 fillongleypc@indigoriver.co.uk

Fillongley Village Hall Health and Safety Policy for Outdoor Events

Policy Statement.

This policy should be read in conjunction with and reference to Fillongley Village Hall Health and Safety Policy. It is in addition to that Policy and in no way replaces it.

GUIDANCE NOTES FOR HOLDING OUTDOOR EVENTS/ EVENTS IN THE VILLAGE HALL

These notes are intended to be a useful reference guide to organisers of an event at Fillongley Village Hall. It is not an exhaustive list of all events that could be held but hopefully will be helpful to organisers of an event.

Organising Committee

Form a committee with the responsibility for the smooth and safe operation of the event. This could be FVH committee. If it is a separate group then provide representation to attend such FVH committee meetings as necessary.

Event manager

A named person should be in overall charge of the event.

Safety Officer

A suitably competent person should be appointed as the Safety officer with responsibility for safety matters for the event although overall responsibility remains with the organising committee.

The appointed person should have adequate training/experience/knowledge of safety matters appropriate to the event. For large or complex events professional help and advice may be needed. Some assistance may be available from your local authority.

During the event the Safety Officer or a nominated deputy should be on site at all times and should arrange for a check of the safety arrangements to be made before the event is opened, including that all fire doors are unlocked and access is unobstructed.

Others

Everyone having a specific responsibility should be named, be appropriately trained and have their responsibilities identified.

TASKS

Evaluating any risks

Go through a list of the attractions and activities that make up the event and identify any potential hazards. Complete a risk assessment. The following list is not exhaustive but for example materials, structures or machinery will add risk. Identify and deal with any trailing cables, ladders, water features, gas and any fuel containers.

Plan for emergencies

Make sure you have considered any potential emergency and how to deal with it should it arise. The unexpected can happen but be as prepared as you can.

Ensure you have enough qualified first aiders on site. If it is a large event and/or there are there are particularly dangerous activities inform the police and ambulance service beforehand.

Liaise with relevant Organisations

Police: - if it is a large event then consider contacting the local police and giving them details (in writing) of the event. Provide them with information they might need such as a layout with entrances and exits marked and numbers expected.. They can give advice and may be able to offer help with such things as crowd control, local traffic management and parking etc.

Fire Brigade: - contact the local Fire Safety Officer if necessary. They will be able to offer advice on fire safety, how to call emergency services and marshalling of visitors and traffic in emergency conditions. They can also advise on local access for emergency vehicles and on site fire precautionary and fire fighting arrangements. A site visit by a safety officer may be required.

Drug Awareness:- if it is an event where large numbers of youths are expected then it may be worth contacting a drug advisor/counsellor for advice. Local volunteer organisations might be willing to provide a presence. Site them next door to your first aid point.

The Site

The site must be big enough for all the activities planned. Ensure there is plenty of room for people to move round stalls, rides, arena, stage and exhibitions etc.

At indoor events prevent any obstructions to exit routes and doors and check fire exits are operational.

Safety Barriers

Decide if you need to provide barriers around attractions, displays and equipment to protect the public and any animals and to prevent unauthorised interference.

First Aid

The first aid provision needs to be suitable for the number of people expected to attend and for the type of event.

Make sure that the basic services for first aid are always available and a suitably qualified first aider is present. There should be an area suitable for first aid treatment including a supply of water.

Communications

If it is a large outdoor event consider the use of personal radio contact between officers

Public Address

Consider if a public address system is needed for announcements and instructions. Do you need

an emergency power back up?

If it is a small event is a portable loud hailer sufficient?

Toilets

Make sure there are enough toilets for the number expected including disabled facilities and baby changing facilities.

Do you need to hire temporary outdoor units?

Barbecues and Food Outlets

Barbecue and hot food stall hazards include naked flames, hot components and use and storage of fuel – e.g. gas bottles. Are appropriate fire extinguishers nearby?

Are safety barriers required?

Rubbish

Events generate a lot of rubbish so make sure an adequate number of bins are provided. Make arrangements to empty bins as needed and to satisfactorily dispose of the rubbish at the end of the event. Recycle as much as possible in the bins provided.

BONFIRES AND FIREWORK DISPLAYS

An application for permission to hold a bonfire or firework display for the public would need to be submitted to the Village Hall Committee prior to any display being held. A full risk assessment would need to be carried out and a thorough emergency plan produced, both of which would have to be ratified by the Village Hall Committee.

INFLATABLE BOUNCY CASTLES

A recent survey has indicated that in one year more than 3,000 accidents resulting in injuries to children occurred from the use of inflatable bouncy castles within the UK. Many of the injuries were serious including broken bones and severe lacerations.

Most of the injuries are caused by children bouncing off the inflatable onto the ground, being hit by other children or just falling awkwardly. Many of these accidents could be avoided by effective adult supervision.

These notes are intended to provide some guidance to those hiring bouncy castles.

The equipment should be hired from reputable hire companies, and wherever possible set up, operated and supervised by the hire company staff. This is particularly important if large numbers of children will be using it.

Before hiring the bouncy castle, ensure that the hire company:-

- Fully complies with the Health and Safety Executive Guidance
- Employs suitably supervised and trained adult personnel, where the company are responsible for setting up, operation and supervision of the bouncy castle.
- Provides written evidence of a current public liability insurance policy with a limit of indemnity of at least £2 million. This insurance is to cover liability of the hire company. It is unlikely to extend to cover the hirer of the equipment.

If you are to be the operator of the bouncy castle, in addition to the points detailed above, ensure that you are:-

- Provided with written instructions about the safe setting up, operation and supervision of the equipment and that the name and address of the manufacturer or supplier is clearly marked on it. You must be able to produce the documentation on request.

The safety instructions should include the following points:-

- The castle must be adequately secured to the ground.
- Soft matting covering hard surfaces must be placed adjacent to the front and open sides.
- There should be responsible adult supervision, paying close attention to the children at play at all times during its use
- Children should not be allowed to use the bouncy castle if there is a high wind or in wet weather. Inflatables can flip over and slippery surfaces may cause injury.
- The number of children using the bouncy castle must be limited to the number recommended in the hire company's safety instructions. There must be no overcrowding.
- A rota system for different age or size groups should be operated, together with the observance of any age limit of users. It is suggested that any children over the age of 10 years should not use the equipment.
- All children must be made to remove footwear, hard or sharp objects such as jewellery, buckles, pens and other similar pocket contents.
- Eating while bouncing or performing acrobatics must not be allowed.

PREPARATION AND SALE OF FOOD IN THE VILLAGE HALL AND GROUNDS

Following the introduction of recent legislation there has been some confusion over the position of Village Halls with regard to the provision and sale of food particularly where this is provided by voluntary helpers.

Provided basic precautions are followed, there is no reason why Village Halls should not be involved with the preparation and sale of food.

Different considerations apply depending on the scale of the operation eg – coffee morning, lunches, evening events, weddings etc.

Any outside caterers used must have the relevant food hygiene certification and be fully insured as an independent contractor.

The Food Safety (General Food Hygiene) Regulations 1995 require that premises which are used occasionally for food preparation such as Village Halls, and moveable or temporary premises such as marquees, follow the guidance for temporary premises. Below is a summary of some of the main requirements outlined in the HMSO Guide to Good Hygiene Practice.

- Anyone using the premises must have regard for other activities that have previously taken place there. If these pose a risk of food contamination, the premises should be thoroughly cleaned and if necessary disinfected before food preparation begins.
- Food contact surfaces must be in sound condition, clean and easy to disinfect.

- There should be a basin or basins for hand washing only with hot and cold water, soap or detergent and a means of hand drying.
- Protective clothing must be provided, and high standards of personal hygiene maintained.
- Any wounds must be covered with a brightly coloured waterproof dressing.
- It is good practice for all visitors to a kitchen to wear protective clothing including hats if they present a risk of contamination.
- Hot and cold water must be available for washing tools and equipment together with a supply of detergent. It is good practice to use separate sinks for food washing. Where this is not practicable then the sink should be cleaned and disinfected between different activities.
- Adequate facilities must be available for maintaining and monitoring suitable food temperatures. In most circumstances foods which need temperature control for safety must be held either HOT (at or above 63° C) or CHILLED (at or below 8° C).
- For hot holding, insulated boxes will only be effective over short periods of time. For chilled storage mechanical refrigeration equipment will normally be needed to achieve satisfactory temperatures.
- Ready to eat foods must be kept away from raw foods that may contaminate them both in storage and preparation.

PIG ROAST

It is desirable that a professional organisation that provides pig roasts is used for the event.

Precautions must be taken to ensure that any pig roast is located in a suitable position taking into account health and safety and food hygiene implications.

Precautions should be taken to make sure that the public and particularly children cannot come into direct contact with open fires and heating.

LPG cylinders should be sited on firm level ground in the upright position with the valve uppermost and securely held in position.

All hoses shall comply with BS.3212 and all joints and unions should be visible and easily accessible.