

Wickham Market Village Hall Charitable Incorporated Organisation (WMVHCIO)

Village Hall Safety Policy

This policy has been adopted in order to put measures in place to promote the objectives of the Licensing Act 2003:

- a) the prevention of crime and disorder;
- b) public safety;
- c) the prevention of public nuisance; and
- d) the protection of children from harm.

1. All parts of the premises shall be open to inspection by:
 - a. Authorised officers of the Licensing Authority; and
 - b. Persons authorised in writing by the Licensing Authority; and
 - c. Police officers; and
 - d. Fire officers.

This satisfies objectives a), b), c) and d) above

2. All parts of the premises shall be kept clean and maintained in good working order. **b) and d)**
3. All reasonable precautions will be taken for the safety of the public when on the premises. **b)**
4. The number of persons permitted on the premises shall not exceed the following:
 - a. 200 people standing; or
 - b. 150 people seated in rows; or
 - c. 120 people seated round tables. **a), b), c) and d)**
5. The Trustees will not permit
 - a. Any activity involving lewd, obscene or indecent performance; or
 - b. Any activity involving hypnotism. **b), c) and d)**
6. All reasonable precautions shall be taken to ensure that noise emanating from the premises remains at a reasonable level. **b), c) and d)**
7. Hirers shall appoint stewards to assist with the evacuation of the public in the event of fire, as follows: **b)**
 - a. Up to 50 people – 1 steward
 - b. 50 to 100 people – 2 stewards
 - c. 100 to 150 people – 3 stewards
 - d. 150 to 200 people – 4 stewards
8. Hirers shall, whenever possible before the start of a meeting, brief attendees on the location of fire exits and identify who the stewards are. **b)**

9. Stewards shall be familiar with the action to be taken in the event of fire, the location of fire exits, fire extinguishers, the fire alarm, emergency exit lighting and the assembly point. b)
10. The Fire Brigade shall be immediately called in the event of fire. b)
11. All exit doors shall be maintained so they can open easily and fully and the following shall apply as appropriate:
 - a. Exit doors shall only be secured in such a manner that they can be opened from inside;
 - b. Exit doors and exit routes shall be kept clear and unobstructed;
 - c. Emergency exit lighting shall be turned on when the public are present.b)
12. Rows of seats shall be arranged with gangways, in order to allow safe exit in the event of fire. b)
13. Electrical cables, flexes and other wiring must be laid in such a way as to not cause a hazard to the public and should be fixed to the floor using duct tape. b)
14. No vehicle shall be parked in such a way as to restrict the fire exits, or to prevent access by the emergency services. b)
15. Where food is cooked and/or sold on the premises the hirer shall ensure that all food hygiene regulations are complied with. b)
16. An adequate and properly equipped first aid kit shall be available at the premises at all times when the public are present. b)
17. The minimum age of a hirer will be 18 years a)
18. An "Authorisation to sell alcohol" form will be signed by the hirer and on behalf of the Trustees, and adhered to when alcohol is sold at the premises. a)
19. No alcohol will be supplied to anyone who is under the age of 18. a), b), c) and d)
20. No alcohol will be supplied to anyone who is drunk. a), b) and c)
21. All hirers will adhere to the Premises Licence conditions. a), b), c) and d)
22. The Trustees will provide and maintain a CCTV system monitoring movement on the car park in front of the village hall a), b), c) and d)

Adopted 23rd September 2019