

Newick Village Hall Charity (Charity no 305287)

HEAT AND NAKED FLAME POLICY

Introduction

Newick Village Hall is a community hall used by many different hirers. From time to time contractors also enter the Hall to carry out works as directed by the Newick Village Hall Management Committee (MC) or their representatives. In order to ensure the safety of the building a 'Heat and Naked Flame policy' is in place to protect people in the hall and the building. This policy will also meet the terms of the MC's insurance obligations. The Hall already operates a No Smoking Policy which includes E cigarettes.

A failure to follow the policy could result in creating considerable danger through apparently insignificant actions. It could also invalidate insurance claims or even lead to prosecution, so it is in everyone's interest to follow the rules.

The policy for Hirers and Contractors is set out below.

Hirers:

- Hirers must observe the Conditions of Hire in particular No. 7 (electrical equipment), No.8 (cooking) and No.12 (flame, corrosive materials etc).
- For the avoidance of doubt the following are non-exhaustive list of banned items in the Hall – heat gun, blowtorch, heaters with exposed elements, heating devices of any kind (due to electricity supply loading), matches, candles, tealights (whether in enclosures or not, flammable liquids, flammable waste materials, rapid oxidizing corrosive substances. If in doubt the hirer must contact the Hall's Health and Safety Officer for further guidance (07970 555593).
- Any lesser heating devices, e.g. a hairdryer, must not be left switched on and unattended and at the end of any hire session all electrical items should be unplugged. They must also have current PAT test labels.
- If the use of heat or flame is deemed essential to a hire activity this must be declared at the time of enquiry or booking as such hires will not be permitted.
- Certain theatre or entertainment equipment may require heat as part of the operation. Such equipment must be serviced and tested.

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- If a hirer contravenes the terms of this policy during a hire period they will be asked to leave the hall, automatically forfeit the hire fees and barred from future hires

Contractors:

- Any contractor employed by the MC or their representatives must have appropriate public liability insurance and carry out only those works within their training and competence.
- No 'hot works' are allowed in the hall without prior consultation.
- Angle grinders and other spark generating tools are not permitted in roof spaces.
- 'Hot works' are not permitted in the loft spaces of the building under any circumstances. Large redundant items such as water tanks are to be left in place and plumbing and electrical connections should either be mechanical or prefabricated elsewhere to prevent a fire hazard.
- Mains electrical tools should have current PAT test labels and cordless tool batteries should be in good condition and kept separate from any metallic objects that can bridge the battery poles.
- Potentially flammable waste materials are to be removed from the building to reduce the fire risk.