Health and Safety Guidelines

Badingham Village Hall

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HEALTH AND SAFETY IN THE VILLAGE HALL

INTRODUCTION

Unfortunately, wherever we are, we cannot be sure that we are entirely safe. The purpose of these guidance notes is not to alarm but to give some simple advice as to what can be done to minimise the risks to your own safety and that of others in the church hall. Practices that have been followed for many years without incident may no longer be safe and the fact that nothing has gone wrong in the past is no reason to be complacent. You can remedy this by carrying out simple assessments. First of all, you need to identify what the hazards are. These are situations where there is the potential for someone to be harmed. Then you must establish what the risk is. This is the actual likelihood of someone being harmed taking into account the measures you have already in place to limit the consequences. You may find that you have no control measures in place at all or that they are insufficient to prevent someone from being at risk. If this is the case, you must decide what additional control measures are necessary to reduce the risk. The following guidelines offer advice on precautions which could be taken to minimise any risk to both people and property

PERSONAL SAFETY The key to personal safety is to avoid situations where a threat to safety could occur. Some areas to consider to ensure personal safety are: • Ensure people are not left on their own, particularly when handling cash. • Ensure there is a method of raising the alarm in the event of an emergency. • Ensure all areas of the building, both inside and outside, are well lit and that there are no places where people can loiter. • Have set procedures and information available for dealing with people looking for help. An assessment should be carried out to identify any risk to and procedures and control measures should then be introduced to reduce the possibility of risks to personal safety as much as possible. The following table is an example of how you could carry out your own assessment.

Activity	**Existing Control Measures**	**Who is at Risk**	**Additional Security Measures Required**
Unlocking/locking Village Hall for evening functions	The person is not alone when locking or unlocking building	Person responsible for this task.	Additional lighting outside hall door Provide person with personal attack alarm.

This is a brief description of how to complete the assessment by filling in the above table.

Activity - in this column you put a brief description of the activity which you wish to assess

Who is at risk - this column details the person(s) who may be at risk from carrying out the activity

Existing Control Measures – in this column you put down the control measures you already have in place. These may already be sufficient to minimise any risk.

Additional Security Measures Required – if you do not have any control measures in place, or the ones you have are not sufficient, then additional measures may be required and you enter them in this column. Having carried out initial assessments it is important to review them to take account of changing circumstances or activities. This should be a continuing process but at least annually you should go through this questionnaire and take any action which is appropriate.

4 BUILDING SAFETY

Here again, the greatest risk arises when people are on their own. This is often difficult to avoid, particularly if the hall has to be opened up in the evening for lettings or hall events. Avoid the collection of cash at events held in the hall and have some means of communication in the hall. Ensure that all entrances to the hall, including paths and car parks, and particularly around the entrance door and final exit door, are well lit.. Consider carefully the sort of activities for which you allow the hall to be used. Private parties and discos can often attract the wrong sort of attention. Ensure that you have adequate supervision and stewarding for all activities.

Every year a number of accidents occur in church halls, village halls and in connection with village activities. Not only does this cause pain and suffering to those who are injured it can often result in serious disruption to the smooth running of the church and its various activities

Outlined below are questions to consider in order to help you identify any potentially hazardous areas so that the necessary action may be taken to eliminate or reduce as far as possible any risk of accident.

1. Floor Surfaces and Floor Coverings

Slipping, tripping and falling are a major cause of injuries. You must ensure that there are no unexpected changes in floor level, and that stone flags are not sunken, cracked or damaged. Particular attention should be given to stone flags, ceramic and clay tiles and wood blocks. Loose floor coverings such as mats and rugs should be avoided. Carpets must not be worn and must be securely fixed down.

2. Paths, Steps, Ramps, Driveways, Trees and Boundary Walls

Paths and driveways must be free from potholes and steps must be in good condition. They must be properly drained to prevent collection of rainwater and the growth of algae. Where paths are regularly used at night they must be adequately lit. Steps and steep paths must be fitted with handrails. Boundary walls must be kept in good repair. If there is any concern regarding the safety of trees then they must be inspected by a qualified tree surgeon and any necessary remedial work carried out. In addition to the risk of falling branches an assessment must be made of the risk of damage to neighbouring property caused by the effect of tree roots removing moisture from the surrounding soil.

3. Hazardous Substances

Substances most likely to be found in, or stored near, village halls are petrol, pesticides, insecticides, weedkillers, fertilisers and liquefied petroleum gases. All hazardous substances must be stored and used in accordance with the manufacturer's instructions. Consideration should be given to substituting dangerous substances for less hazardous alternatives.

Some village halls may still have asbestos used for insulation, lagging, fire protection or in wall and roof linings. Special regulations govern the control of asbestos and if any removal of asbestos materials is required this work can only be carried out by contractors licensed by the HSE for asbestos removal. #

4. Electrical Systems Including Portable Appliances

The Institute of Electrical Engineers recommends that fixed installations should be inspected and tested at regular intervals. This should be at least every 5 years. Portable electrical appliances need to be examined at regular intervals with the frequency of such examinations being set by experience. This will probably need to be at least annually with equipment which is subject to heavy usage such as vacuum cleaners needing to be examined more frequently.

5. Glass and Windows

If there is a danger that anyone could be injured by falling through a window barriers may be used to prevent this.

6. Manual Handling

In many village halls there is a constant moving of chairs, staging, pianos and so on to cater for different layouts. Consideration should be given to the use of mechanical aids, such as trolleys, to keep the need for manual handling to the absolute minimum.

7. Catering

Catering in village halls can range from the one-off event such as the annual fete to the regular provision of meals on a daily basis (see Guidelines).

8. Fetes and Other Outdoor Activities

There are various hazards involved with such things as bouncy castles, and certain dangerous activities risk assessment and specialist advice would be necessary.

9. Health and Safety

It is suggested that the village hall committee appoints someone with specific responsibility for health and safety.

6 FIRE SAFETY

You will need to ensure that the fire arrangement in the village hall are adequate. When looking around the hall the following points are reminders areas you should be looking at.

Means of Escape

- Adequate number of exits and escape routes
- Provision for disabled • Exits not locked/key operated
- Obstructions/consumables in escape routes (corridors/stairs) -fire/trip hazard Fire doors
- Escape routes - protection by fire doors/smoke stopping/fire walls/under drawing of stairs/wall linings restricting surface spread of flame/lead to a place of safety
- Travel distances to a place of safety
- Hold open devices -Fire Service approved
- Electric meters in escape routes - enclosed in fire ~ resisting materials.
- Can fire be adequately contained
- Location of assembly point(s) Signs and Notices

Signs and Notices

- Exit routes clearly signed
- Fire doors correctly signed
- Signage- current standard/correct size
- Method of opening fire exit doors clearly displayed
- Signage where fire safety equipment not clearly visible
- Other signs:-
  - o no smoking
  - o fire action notices
  - o warning signs Fire Alarm System

Fire Alarm System

- Suitability of existing system (verbal/manual/automatic sprinklers)
- Availability throughout premises
- Condition of equipment
- Familiar with use and sound
- Correct type and siting of automatic detectors
- Maintained regularly -weekly test and annual service

Firefighting Equipment

- Adequate number/correctly located
- Suitable for risk

Maintained regularly with annual service

- Training given in their use

Emergency Lighting

- Is structure occupied during the hours of darkness?
- Does existing lights adequately illuminate escape routes/escape signage
- Fully functioning -bulbs working
- Maintained regularly .

Fire Brigade Access

- Width of gates/roadway
- Parked vehicles
- Locked doors to premises/keyholder availability

General Housekeeping

- Good/Average/Poor

Provision and Use of Fire Fighting Equipment in Village Hall

Every village hall needs some fire fighting equipment. The Fire Precautions Act 1971 makes general provision for adequate means of escape and adequate means for fighting fire.

The form and extent of the equipment required can vary from a small number of portable fire extinguishers to hose reels, fire blankets and an array of fire extinguishers in the largest village halls. The minimum required is two water type portable fire extinguishers.

It is recommended that fire-fighting equipment should be purchased from firms that are members of the Fire Extinguishing Trades Association (FETA). Such firms can offer expert advice, maintenance facilities and appliances that have been approved by the Loss Prevention Council (LPC). Both the LPC and FETA publish lists of extinguishers that have been independently tested in accordance with BS 5423 and that are manufactured in accordance with a satisfactory quality assurance scheme.

All fire-fighting equipment should be inspected and maintained professionally at least annually by a FETA registered firm.

Fire extinguishers should be sited in reasonably prominent positions, not hidden behind curtains or locked away. Preferred locations are near to exits, wall mounted with the carrying handle mounted 1.0m above floor level

Fire Alarms

Early detection and warning of fire is vital if damage is to be limited and the installations of an automatic fire detection system should be a considered. Professional advice should be sought if installing fire alarms and any systems should comply with BS 5839 Part 1

8 Types and Use of Fire Extinguishers

Water

These use 'gas' or 'stored' pressure to expel the water and the minimum appropriate capacity is 9 litres. Water is the most effective agent for extinguishing fires in organic materials such as wood, paper or textiles. Water type extinguishers are the easiest for inexperienced people to use effectively. Water must never be used in an attempt to extinguish fires involving petrol, paraffin, any oils or hot fat. It is both dangerous and ineffective. There is a danger of electric shock to the user if a stream of water is directed on to apparatus containing live electrical circuits

Carbon Dioxide (C02)

These are suitable where electricity is involved. Leaves no residue so it will not cause additional damage to organs or electrical apparatus. Much less efficient than water against fires in organic materials.

Dry Powder

Can be used safely to fight any type of fire. Useful against fires involving petrol, paraffin, etc. The cloud of powder helps to screen the user from flames and heat. Very good for kitchens. Less efficient than water against fires involving organic materials. Leaves a residue that could involve heavy cleaning bills.

Foam (AFFF)

A 9 litre foam is equivalent to a 9 litre water type. The most efficient extinguishers for dealing with fires involving petrol or oil. Possibility of an electric shock if directed on to live electrical circuits. Not recommended for boilers unless the electricity supply can be turned off quickly and easily.

9 ELECTRICAL WIRING

Despite increasingly high standards of installation, numerous fires can be attributed to faulty electric wiring or apparatus. It is therefore important that electricity should be treated with respect.

General

All electric wiring should be installed by a qualified electrician. Under no circumstance should an untrained person attempt any electrical work

Inspection and Testing

In older buildings electrical wiring should be regularly inspected. The recommendation is annually.

After an inspection the switchgear in the village hall should be labelled to show:

- the date of the most recent inspection
- the date of the recommended future inspection.

Portable Appliances

There should be a physical examination of all portable electrical appliances fans, heaters etc.) at frequent intervals to ensure that worn flexes, broken plugs or sockets etc. are replaced immediately. A record of such inspections should be maintained by the village hall committee.

Mechanical Damage

Any evidence of damage to wiring, plugs, sockets or other fittings should be attended to immediately upon discovery. Any wiring installations should take into account the possibility of mechanical damage and be protected accordingly. Trailing wires and flexes are to be avoided or kept to the absolute minimum and should never be hidden under carpets as the risk of mechanical damage from sharp heels etc. is considerable.

10 HEATING

Introduction

Many different forms of heating are used in village halls, all presenting different fire hazards. These notes summarise the main problem areas. All heating apparatus installed in the village halls should comply with the relevant British Standards and Building Regulations. They should be installed in compliance with the relevant British Standard Codes of Practice and operated carefully in accordance with the manufacturers' instructions.

Gas Installations

You must ensure that any contractor or self employed person who either installs or maintains any gas fired heating system is registered with CORGI. Apart from the obvious fire and explosion hazards, the danger of carbon monoxide poisoning from the use of faulty equipment is ever present. Regular maintenance is therefore essential.

Portable Heaters

Portable heaters should only be used in the village hall when there is no alternative. Paraffin and oil fired heaters and others designed specifically for use in industrial, agricultural or commercial buildings should never be considered for use in the hall even as a temporary measure.

Heaters should be carefully sited well clear of woodwork or other combustible materials and where possible protected against the possibility of being knocked over or moved accidentally by the fitting of guards. Heaters should not be left unattended for long periods or used when the building is unoccupied and should never be moved while alight.

Reserve stocks of liquified petroleum gas (LPG) bottles and cylinders for cabinet type heaters should be kept to a minimum and preferably be stored in a locked and well ventilated outbuilding or secure compound. It should be remembered that heating appliances using LPG as their fuel source create large amounts of water vapour in the atmosphere which can seriously damage the fabric of the building, particularly assisting with the early onset of rot in timber.

Cylinders should preferably be changed in the open air. Where this is not practical the operation should take place in a well-ventilated area away from any source of ignition. After the connection has been made the valve on the new cylinder should be opened cautiously in order that any leakage may be detected before a serious escape can occur.

Portable electric radiant heaters are dangerous in a public building and only 'convector' or 'fan-assisted' types fitted with a thermostatic 'cut-out' that operates in the event of overheating should be used. They should be positioned well away from any combustible materials and to avoid the risk of impact damage.

Protection against Frost Damage

All hot water heating systems fuelled by oil or gas should be protected against freezing by the installation of one or more 'frost- stats' (which are designed to operate the heating system when the external ambient temperature reaches a pre-determined level). They should be sited outside the building (in weatherproof covers) on the North side and also on the East side where appropriate.

11 REPAIRS AND RESTORATION

There is a serious danger of fire or accident when works of repair or restoration are in progress and the village hall committee should, in their own interest, exercise close supervision of all such works. They should also impress upon foreman, the need for a thorough inspection whenever work ceases for a meal break or at the end of the day to make quite sure that there are no signs of incipient fire caused by blow lamps, surreptitious smoking or temporary unapproved electric circuits.

Basic Precautions

All workmen should be shown the location of fire extinguishers and be told where responsible officials or telephones can be found in the event of an emergency. The local police and fire brigade should be advised if major repair works are to be undertaken. During the contract period a committee member should inspect the hall carefully at the end of every working day ensuring that all is in order.

Smoking

Smoking should be prohibited if possible and should never be permitted where flammable liquids or vapours are present, in storage areas, boiler rooms, within roof spaces or on roofs. Where permitted it should be confined to clearly defined areas, adequate ashtrays provided and the areas thoroughly inspected at the end of each working day.

Waste Material

Ensure that it is clearly arranged that all fittings are unpacked outside the hall. Paper, straw, crates and other waste materials should be removed for disposal and should not be burnt in the grounds. Trade and other combustible waste should be removed on a daily basis.

Blow Lamps

Work involving the use of blow lamps, lead burning torches, welding equipment and other apparatus producing flames or heat should only be carried out under the closest supervision and subject to such precautions as are recommended by the Loss Prevention Council (LPC), including a 'hot work permit' system of working. In general two 9 litre water type portable fire extinguishers (which should be additional to any extinguishers permanently installed in the hall) should be kept in close proximity to where such apparatus is being used.

Flammable Materials

Provisions should be made for gas cylinders, paints, oils and any other flammable liquids or materials to be stored outside the hall well away from the building in secure, lockable adequately ventilated compounds. Smoking should not be permitted in storage areas. Building materials are attractive to thieves and precautions should be taken to prevent their unauthorised removal. If spraying of roof timbers is undertaken, this should only be done in a well ventilated atmosphere.

Smoking in the area should be banned and all forms of heating switched off until work is complete. Illumination of the work area should be by means of suitable low temperature lighting.

Site Huts

Huts provided for workers' breaks or storage should be erected well away from the hall and adequately secured. Theft While work is in progress, valuables should be locked away for safekeeping. When external repairs are in progress there is a greater risk of theft of external lead, copper or other metal. The committee should therefore ensure that easy access to roofs is prevented by arranging that workmen remove ladders and that they are suitably secured at the end of each working day.

Scaffolding is valuable and attractive to thieves - practical measures should be taken to ensure, as far as possible, that both fixed and unfixed scaffolding is not at risk from unauthorised removal.

Site Security

Keep the general public away from the area of the works by erecting suitable barriers and warning notices. Access via scaffolding must be prevented by removal and securing of low level ladders and it may be necessary to erect perimeter security fencing to keep intruders well away. Workmens' tools, plant and unfixed building materials should not be left unsecured on the site. Provision should be made for a lockable compound or site hut.

13 SECURITY

Each year one in every three village halls is likely to suffer from theft, vandalism or arson. Insurance can provide monetary compensation but can never compensate for the loss of part of a village's history. It is obviously better to prevent the loss in the first place. Use the list below to check the security of your village and take action if necessary.

Locking up

From a security point of view the hall should be kept locked at all times unless a responsible person is present. We appreciate that some village halls may not wish to do this during the day and while sympathising with their views we do urge village halls to consider the risk they are running. If the hall is left open then special considerations should be given to the protection of valuables. Valuable items should be put away cupboard or safe when not in use.

Arson

Remember that arson is basically a security problem. If the hall is open during the day, take the simple precautions described here regarding locking up and visits. Remove all unwanted items that could be used to start a fire - such as old newspapers, candles and matches. Ensure also that any petrol for lawn mowers is kept away from the hall. Spare or empty L.P.G. bottles for portable gas heaters should never be stored on the premises.

Visits

Most thefts and damage occur when the hall is unoccupied. Villagers living nearby should make frequent irregular visits to the village hall. Anything suspicious should be immediately reported to the Police.

Keys

These should be kept in the personal custody of a responsible official or in a secure place away from the village hall. Locks and Bars All external doors should be kept locked with a good quality key operated lock when not in use, to prevent both entry to and hinder exit from hall . Where the security of doors needs to be improved, fit locks that comply with the current BS 3621.

Intruder Alarms

Where there is a substantial amount of property to be protected an intruder alarm system should be considered. No alarm should be purchased without first taking professional advice and consultation with us. Installation and maintenance of an alarm system should preferably be undertaken by a company registered with the National Approval Council for Security Systems (NACOSS) and should comply with BS 4737.

Roofs

External lead and copperwork is particularly vulnerable. Careful use of the 'anti-climb' paints now available can make the thieves' job more difficult. Ladders should always be removed to a secure place - this is particularly important to remember when work is being carried out on the village hall. In the case of lead or copper roofing materials consideration should be given to replacement with less thief-attractive material. In some cases this is the only practical solution. You should consult your architect in the first instance.

Outbuildings and Boiler Houses

Give some thought to the security of sheds, boiler houses and any other external storage areas. All too often these are overlooked, with a resultant loss of lawnmowers, strimmers and other equipment. Ensure the fabric of such structures is reasonably sound and fit good quality padlocks and locking bars to doors.

External Lighting

A floodlight mounted on the tower or other high point illuminating the roof area acts as a deterrent to theft of roofing materials. This is particularly useful if there are occupied houses nearby. Simple time switches are readily available and lights can assist in containing general vandalism. Some lighting systems can be operated when body heat is detected i.e. response lighting.

Protection of Windows

Vulnerable stained glass and other windows should be protected externally by wire grilles of copper, galvanised iron or stainless steel. Alternatively, clear sheet polycarbonate could be used e.g. Lexan or Makrolon. In the case of polycarbonate sheeting, care should be taken to allow for ventilation. Its installation is a specialised matter and should only be entrusted to a glazier or builder well experienced in installing such protection and working on hall buildings.

Advice- The Police can assist in preventing thefts and vandalism with helpful advice being provided by Local Crime Prevention Officers. If theft or vandalism does occur, the Police and the insurers should be notified immediately.

15 OTHER PRECAUTIONS

Introduction

Often simple precautions and preventative measures involving little in the way of expenditure can substantially reduce the risk of damage to or loss of property and injury to persons.

Footpaths

Regular maintenance is required to ensure these remain free from obstruction and are reasonably level. Ramps and steps need particular attention with handrails and/or lighting provided if hazardous. Bear in mind the difficulty the frail, elderly and disabled may have in negotiating access to and from the hall.

Trees

Trees are a frequent cause of serious damage in a variety of ways. During windy conditions they may fall onto or lash against the building and rocking of the roots can cause collapse of boundary walls. Leaves and twigs block gutters and underground drains. Roots removing moisture from clay soils can lead to shrinkage of the clay causing foundations to move and walls to crack. Branches falling onto visitors, neighbouring property or cars can be a serious cause of accident. Regular inspections of trees, at least every six months, should be considered essential and at least every five years by a tree surgeon.

Drainage

Any water penetrating the walls of the hall via the roof or from below ground, is likely to cause extensive damage through rot to timbers, etc. Gutters, downpipes and roof valleys need routine clearance at least every six months. Ensure that water shed from the buildings drains away from the foundations.

Floor Coverings

Defective floor coverings, carpets and trailing flexes from heaters etc., should not be tolerated and these should be removed or made safe immediately upon discovery.

Flammable Liquids and Polishes

A number of major fires have been caused by vapours given off by polishes within a confined space igniting spontaneously or by a spark from electrical switches. In no circumstances should polish, polish rags or other flammable liquids be stored anywhere near electrical switches and preferably they should be kept in minimum quantities in well ventilated areas or within a metal cabinet. Paraffin or petrol for lawn mowers must not be stored within the hall.

GUIDANCE NOTES OUTDOOR FETES OR EVENTS IN THE VILLAGE HALL

Evaluating any Risks

Go through a list of the attractions and activities that make up the event. Identify any potential hazards that could occur and make a short assessment. Remember that any materials, structures or machinery will add risk to the event. Look out for, for example, trailing cables, ladders, water features, gas and other fuel containers.

Emergency

Make sure you have considered any emergency and planned how to deal with it. Ensure you have qualified first aiders on hand. If it is a large event or there are particularly dangerous activites inform the police and ambulance service beforehand.

Organising Committee

Form a committee, even if it's informal, with responsibility for the smooth and safe operation of the event. Don't go overboard, less is definitely more when it comes to committees.

Event Manager One person should be in overall charge of the event.

Safety Officer

A suitably competent person should be appointed to act as the Safety Officer for the event with overall responsibility for safety matters (though overall responsibility for the event remains with the organising committee). This person should be trained or have experience or knowledge of safety matters appropriate for the event. You must take into account the size and nature of the event and the possible level of risks when selecting someone.

Someone with personal experience and knowledge may be adequate for a small indoor event. For large or complex events, you may need professional help and advice. Some assistance may be available from your local authority.

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

Police

If it is to be a large event contact the Police Station local to the site, and arrange to let them have details of the event in writing. Make sure you include the layout with entrances and exits marked and also how many people you are expecting. They will give advice and may assist with crowd control, public order, emergency access and local traffic management and parking. You might also get advice and assistance for local traffic management from your local authority.

Fire Brigade

Contact the Fire Safety Office local to the site. They will give you advice on fire safety matters, including how to call the emergency services and marshalling of spectators and traffic in emergency conditions. They'll also advise you on local access for emergency vehicles and provision of on-site fire-precautionary and fire-fighting arrangements. Expect a site visit by their safety officers.

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Drug Awareness

If you are having the sort of event where large numbers of youths are expected, seriously consider having drug advisors and counsellors on hand. You should find local volunteer organisations who are willing to provide a presence. Site them next to your first aid point.

The Site

The site should be big enough for all the activities planned. Make sure that there's plenty of space for the public to move around any stalls, rides, performance, stage, arena, exhibition areas. It is especially important at indoor events to prevent stalls or goods obstructing exit routes and doors and to check that fire exits are operational.

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. At smaller events such as indoor markets, jumble sales and so on, a qualified first aider should be present and you must provide an area suitable for first aid treatment, including a supply of water.

Barbecues and Food Outlets

Barbecue and hot food stall hazards include naked flames and hot components, the use and storage of fuel - usually gas bottles. Safety barriers may be required.

Rubbish

Provide an adequate number of rubbish bins around the site where they will be most required. Make arrangements to regularly empty the bins, and to satisfactorily dispose of the rubbish at the end of the event. Consider making it easy for people to recycle, you can get guidance from the local authority.

18 PREPARATION AND SALE OF FOOD IN THE VILLAGE HALL

Following the introduction of recent legislation there has been a great deal of confusion over the position of village halls with regard to the provision and sale of food particularly where this has been produced by voluntary helpers.

Provided certain basic precautions are followed, there is no reason whatsoever why village halls should not be involved with the preparation and sale of food.

This may range from the one off annual event such as the Village fete through to a weekly coffee morning or lunch to a full scale catering operation providing a large number of meals on a daily basis. Different considerations apply depending on the scale of the operation, and these are outlined below.

The Food Safety (General Food Hygiene) Regulations 1995 require that premises which are used occasionally for food preparation such as village halls, and movable or temporary premises such as marquees, follow the guidance for temporary premises. The following 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 in the premises. If these present 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 must be a basin or basins for handwash only provided 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 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.

HOG ROAST

Precautions shall 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 ensure 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

HEALTH & SAFETY POLICY REVISED – APPROVED - 2021