

STEDHAM SPORTS ASSOCIATION

Registered charity number: 1147773

CONDITIONS OF HIRE AND USE (Health and Safety)

THESE CONDITIONS APPLY TO ALL USERS AND CONTRACTORS CARRYING OUT WORK OR MANAGING AN EVENT AT STEDHAM SPORTS ASSOCIATION PREMISES.

1. The Hirer is responsible for the health and safety of all those present for the period of hire and any supplementary periods of preparation or decommissioning and must ensure compliance with current health and safety regulations and MUST be familiar with the health and safety issues specific to the Stedham sports field and Pavilion.
2. The Stedham sports field and Pavilion ("Premises") are situated in a "Dark Sky" area and it is strongly advised to bring torches if the hire period covers any period after dusk.
3. The Premises does not have a fixed landline, so the hirer is advised to ensure availability of mobile phones in case of emergency.
4. The Pavilion and outdoor veranda is a no smoking area.
5. The maximum capacity of the pavilion is 80 people, but this may be reduced by Stedham Sports Association depending on the nature of the hire event.
6. Where the use of the premises involves minors or other vulnerable people, the Hirer MUST provide suitably competent person or persons to be responsible for ensuring the safety of such minors and vulnerable people.
7. Children under the age of 12 and other vulnerable people are not allowed in the kitchen or the Services room.
8. No person is allowed on the premises in an intoxicated condition.
9. The Hirer MUST ensure they have knowledge of the Fire Procedure and that fire exits and emergency exit signs are always kept clear.

10. The Premises are equipped with smoke and heat detectors connected to an audible alarm. The Hirer must check on the alarm panel (location?) that there are no fault or alarm conditions (internal sounder or indicator lights) before use. If the Hirer finds a fault on the alarm panel, they must contact the telephone number displayed on the alarm panel immediately.
11. Electrical equipment brought into the SSA premises must have a current PAT (Portable Appliance Test) certificate, be safe and in good working order.
12. Electrical circuits are protected by circuit breakers in the Services room. Sockets must not be overloaded. It is not permitted to interfere with circuits by changing light bulbs, starters or fuses.
13. Cleaning materials are stored in a locked cupboard and are only to be used by those familiar with domestic chemicals and their hazard notices.
14. Hirers must ensure that individuals only carry out tasks within their capabilities or fitness e.g. moving and erecting tables or use of ladders and kitchen equipment.
15. All accidents involving injury (however minor) must be reported as soon as possible to a SSA volunteer. In these cases an Accident Form must be completed. Serious accidents may need to be reported to the Health and Safety Executive. This will be determined by and SSA Committee member.

This document has been approved by the SSA Committee and Trustees January 2024

Authorised by (SSA Chairman)

David Burton
David Burton (Apr 19, 2024 08:40 GMT+1)

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