

GUIDANCE NOTES FOR U3A LEADERS/ORGANISERS USING THE HASLEMERE HALL.

INTRODUCTION. These notes are to aid the running of U3A classes held in the Haslemere Hall to assist the safety and security of all Hall users.

The following general areas are covered:-

1. Accidents and illness.
2. Safety of electrical and other equipments.
3. Trips and falls.
4. Evacuation/fire alarm.
5. Other/unusual risks.
6. Specific Training

1. ACCIDENTS AND ILLNESS. Guidelines for first aid covering accidents and illness are contained within the leaders/organisers data pack on the Haslemere U3A web site or from a member of the U3A committee.

2. SAFETY OF ELECTRICAL AND OTHER EQUIPMENTS. Electrical equipment is maintained in accordance with appropriate regulations by members of the Haslemere Hall staff. New damage or wear and tear to such equipment should be reported to the Hall staff.

Classes using specialised equipment not belonging to Haslemere Hall should ensure that it complies with necessary safety regulations or limit its use to operators familiar with the equipment.

Movement and erection of tables, chairs etc. should be carried out carefully and members doing this should be reminded to work within their known limitations.

3. TRIPS AND FALLS. The passageway, floors, stairs etc. at the Hall are maintained and cleaned by Hall staff. Small spills should be wiped up ~ large ones should be marked with hazard bollards and reported to the Haslemere Hall staff. Damage or wear and tear likely to cause slips, trips or falls should be reported to Hall staff.

4. EVACUATION/FIRE ALARM. Sounding of the fire alarm does not necessarily demand evacuation of the Hall. The leader should establish, from the Hall staff, if there is good reason to evacuate the building. If smoke or flames are seen then evacuation is mandatory. However, if no evidence for such action is present, then the leader should ensure that the fire exits for his class are clear and can be used at short notice if later required.

5. OTHER/UNUSUAL RISKS. The wide ranging curriculum of the U3A means that some classes may use equipment or apparatus of an unusual type with its own risks and hazards. The class leader should assess such additional risks that the use of such equipment presents and make appropriate arrangements. The leader should be adequately qualified to do this, and if he has any doubts about such risks, or his ability to assess them, he should consult both the U3A committee and the Haslemere Hall manager.

6. SPECIFIC TRAINING. Haslemere Hall offers training to leaders and users, specifically tailored to the Hall environment. U3A leaders and organisers are encouraged to undertake this training, details of which can be obtained from the Haslemere Hall manager or members of the U3A committee.