

# **Tatsfield Village Hall Health and Safety Policy**

## **Section A - General Statement of Policy**

The promotion of Health and Safety is regarded as a mutual objective of the Tatsfield Village Hall Management Committee, Hirers including our Regular Users and their Members, Contractors and any other visitors to the hall at all levels.

It is, therefore, Tatsfield Village Hall policy to do all that is reasonable to prevent personal injury and to protect everyone from reasonably foreseeable hazards, in so far as they come into contact with Tatsfield Village Hall.

All are required to co-operate with the Tatsfield Village Hall Management Committee in carrying out their statutory duties, with the objective of maintaining a high standard of safety performance. It is the duty of all persons to ensure that activities are carried out safely and that they do all that they can to avoid loss, illness and injury to themselves and others.

This Policy is implemented through written procedures, which comply with the Health & Safety at Work Act 1974 and other relevant legislation. They are regularly reviewed to ensure their suitability and effectiveness.

This Safety Policy Statement is published on the notice board in the foyer and is made known to our Regular Users and all our Other Hirers and Contractors.

Safety is everyone's responsibility and it is the aim of Tatsfield Village Hall to achieve the highest standards with the full co-operation of all Management Committee members, Hirers, including Regular Users and their members, and Contractors. Many aspects of Health & Safety are dealt with in the Conditions of Hire which are signed by all Hirers.

The Tatsfield Village Hall Management Committee is responsible for ensuring that the procedures specified in the Policy Statement are adhered to and it is the responsibility of everyone using or having connections with the Hall to try to improve upon them.

Any person having concern regarding health and safety matters, especially having identified a particular hazard, must ensure that it is brought to the attention of a Member of the Tatsfield Village Hall Management Committee.

Any urgent hazard will be addressed without delay. Less urgent risks will be considered by the Management Committee at the following Ordinary Meeting.

Risk Assessments will be carried out regularly by the Committee.

This policy will be kept up to date and the policy and the way in which it has operated will be reviewed each year, normally in June.

## **Responsibility**

Tatsfield Village Hall Management Committee has overall responsibility for health and safety in the Hall.

The Committee is obliged to ensure that the following are undertaken:

General fire safety	reviewed annually
Fire alarm	tested weekly
Accessible toilet alarm	tested weekly
Fire extinguisher	checked 6-monthly
Emergency lighting	checked monthly
General risk assessment	reviewed annually
Legionella risk	monitored regularly
First Aid kit	checked annually
General cleanliness and slip hazards	monitored continually

The fire alarm is serviced by the fire extinguisher maintenance company, Euro Fire Protection and Maintenance Service, 6-monthly in April & October.

Accident investigation is to be carried out as required.

All persons in Tatsfield Village Hall have the responsibility to co-operate with Tatsfield Village Hall Management Committee to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

### **Hirers, Contractors & Visitors**

All Regular Users and other Hirers are given a copy of "Village Hall Conditions of Hire for Bookings", which contains details of the Conditions of Hire. The Health & Safety Policy Statement is provided to regular users and is available upon request to other occasional hirers and contractors. A copy is also located on the main notice board.

Contractors are required to carry suitable insurance and are expected to have undertaken their own risk assessment. A Declaration will be signed by contractors.

## **Section B - General Arrangements**

### **Accidents**

A First Aid Kit is located in the kitchen but its contents are limited to regulatory requirements. Hirers and Contractors are recommended to provide their own first aid kit if more comprehensive is deemed advisable.

The Tatsfield Village Hall Management Committee provides no trained first aiders but recommends to all Hirers that they consider requesting Red Cross or St John Ambulance attendance for public performances.

In case of emergency, an ambulance is to be summoned immediately

The Accident Logbook is located with the First Aid box and all accidents must be recorded.

Any accidents or dangerous occurrences must be reported in accordance with RIDDOR '95 with a copy to the Tatsfield Village Hall Chairman.

RIDDOR '95 means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, which came into force on 1 April 1996.

RIDDOR '95 requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

Reporting accidents and ill health is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable.

The following must be reported:

- Deaths and injuries
- Occupational diseases
- Dangerous occurrences
- Gas incidents

Detailed information about what to report is available at:

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

If there is an accident and someone working, performing or using the Tatsfield Village Hall is killed or suffers a reportable injury or a member of the public is killed or taken to hospital; the Hirer/Contractor must report to the RIDDOR database without delay. Reports can now only be submitted online except in case of fatal or major injuries. (See details on page 5.)

#### **Reportable Major Injuries Are:**

- Fracture, other than to fingers, thumbs and toes
- Amputation
- Injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

Any other injury arising from working in an enclosed space which:

- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

#### **Over-seven-day incapacitation of a worker**

Accidents must be reported where they result in a worker or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

#### **Over-three-day incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

### **Non-Fatal Accidents to Members of The Public**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

### **Dangerous Occurrences**

The list of dangerous occurrences is designed to obtain information primarily about incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. It includes incidents involving, lifting equipment, overhead electric lines, electrical incidents causing explosion or fire, explosions, biological agents, breathing apparatus and collapse of scaffolding.

Detailed information is available at:

<http://www.hse.gov.uk/riddor/dangerous-occurences.htm>

### **Occupational Diseases**

The schedule of reportable diseases is found at:

<http://www.hse.gov.uk/riddor/occupational-diseases.htm>

### **People Not at Work**

- Where a member of the public or person who is not at work has died, or
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.

## **Ways to Report an Incident**

### **Online**

Complete the report form via:

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>.

The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

### **Telephone**

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries **only**. In such cases call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

### **Reporting out of hours**

The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found at:

<http://www.hse.gov.uk/contact/contact.htm>.

If you want to report less serious incidents out of normal working hours, complete an online form.

All incidents, including minor incidents which do not result in injury, e.g. falls of heavy objects, but which have the potential to injure, should be reported to a member of the Tatsfield Village Hall Management Committee.

## **Fire Safety**

The Conditions of Hire for Occasional Users stipulate that the Fire Notice on the lobby noticeboard must be read aloud to all attendees at the beginning of the event.

The Conditions of Hire for Regular Users stipulate that the Hirer must ensure that group members are reminded, at regular intervals, of the directions set out in the Fire Notice (on the lobby noticeboard).

Attached is a plan detailing the fire safety equipment and locations in the Tatsfield Village Hall.

General fire safety is reviewed annually by the Management Committee.

Smoking is not permitted anywhere on the Tatsfield Village Hall premises.

The fire extinguisher maintenance company is Euro Fire Protection and Maintenance Service and they are responsible for the maintenance of fire extinguishers, fire alarm system and emergency lighting.

Inspections, tests and services are carried out at 6-monthly intervals.

The emergency lighting is serviced in accordance with BS5266

Any outbreak of fire, however slight, must be reported to a member of the Tatsfield Village Hall Management Committee.

Scenery and fabrics for use on stage must be rendered non-flammable by treatment during manufacture. Proprietary materials must comply with industry standards for fireproofing e.g. hardboard and plywood must have a "Class 1 Impregnated to BS476" stamped on it.

The use of pyrotechnics is prohibited.

The lighting of candles is prohibited.

## **Arrangements in Case of a Fire**

### **Emergency Evacuation Procedure**

Fire Alarm	The system works automatically via smoke alarms in various locations or by break glass units.
Fire Assembly Point:	Green triangle outside The Ship Public House
On Discovering a Fire:	Activate the alarm, if the automatic system has not operated Dial 999 and notify the Emergency Services

	Attempt to extinguish any small fire using the equipment provided but do not take any unnecessary risks
Action When The Alarm Has Been Activated:	If you have attempted to extinguish the fire but have failed to do so promptly do not continue further and leave the premises
	Immediately leave the premises and assemble at the Fire Assembly Point
	Evacuate the building even if the alarm stops
	Do not collect personal belongings
	Do not run, remain calm & bring others with you as you leave the premises
	Do not re-enter the building until instructed to do so by the person in charge

### **Emergency Evacuation Procedure – Person in Charge / Hirer / Contractor**

<u>Person in Charge /Hirer/Contractor</u>	On Discovering a Fire or Being Made Aware of a Fire:	Activate the alarm if the automatic system has not operated
		Ensure that the Emergency Services are informed immediately, however small the incident
	Action When the Alarm Has Been Activated:	Ensure that all occupants evacuate the premises in a calm manner, marshalling on the Green triangle opposite the Ship Public House
		Ensure that no attempt is made to remove any cars from the car park
		Liaise with the emergency services upon their arrival and until they depart
		Ensure clear access is maintained for the emergency services.

### **Advice and Consultancy**

#### **Environmental Health Manager:**

Tandridge District Council

Station Road East

Oxted

Surrey RH8 0BT

Telephone: 01883 722 000

### **Occupational Health:**

Employment Medical Advisory Service

Phoenix House

23-25, Cantelupe Road

East Grinstead

West Sussex

RH19 3BE

Telephone: 01342 334200

### **Training**

The Tatsfield Village Hall Management Committee will provide training, where appropriate and when practicable, on an ongoing basis.

### **General Safety**

All persons on Tatsfield Village Hall premises must:

- Keep all areas clean and tidy.
- Keep walkways and exits clear.
- Behave in a manner that is conducive to safety.
- Walk everywhere; running at any time is strictly forbidden, except during organised movement activities
- Observe and obey the signs and notices, which are displayed within the hall.
- Follow safe operating procedures and comply with relevant risk assessment requirements.
- Take all precautions to avoid damage to cables, flexes, hoses and piping.
- Report any defects, malfunctions and or incidents to a Tatsfield Village Hall Management Committee member.
- Ensure all electrical appliances, except the Lincat water heater, the fridges, the dishwashers and the green room heater, are switched off and unplugged at night.
- Ensure that children are not allowed upstairs unsupervised, and that first-floor rooms are kept locked when not occupied by adults.

Dangerous or flammable items, substances and liquids are prohibited.

### **Working at Heights**

The following rules & procedures apply:

- Any specialist work, such as roof & ceiling maintenance, will be sub-contracted to appropriate companies.
- A scaffolding tower must be used if appropriate.

- Lights in the main hall, including stage lights, are only to be accessed with permission of and under supervision by the Management Committee.
- Current Health & Safety regulations must be adhered to at all times.

### **Use of Ladders**

Tasks must be undertaken in pairs following the guidelines below:

- The correct step ladders or ladders must be used depending on the heights & nature of task
- One person only to be working on the ladders, the other must “foot” the ladders at all times
- Ladders must be positioned correctly to prevent over-reaching & ladders sliding
- Extended ladders must overlap by a minimum of 3 rungs
- Angle of the ladder should be 4 units up to each unit out from base
- Ladders in excess of 6 metres must be tied & fixed appropriately
- The loft above the stage is not to be used without prior referral to the Management Committee. At least one Management Committee member and at least three others must be present when the loft is accessed.

The loft light switch is on the left, facing the south end of hall.

### **Lone Working**

The following rules & procedures apply:

- Lone working on gas & electrical appliances, or any other hazardous equipment or materials/substances is not permitted.
- Any specialist work, such as electrical or gas maintenance & installation, will be sub-contracted to appropriate companies.
- All sub-contractors & visitors can on request be informed of our lone working & working at heights policies.
- Certain medical conditions may pose additional risks. Anyone with such a condition should not work alone or if in doubt seek medical advice.

Any person working alone must follow the following guidelines:

- They will have access to a mobile telephone at all times
- They must notify someone that they are working alone, how long the work is expected to take & inform them when the work is complete
- The notified person should telephone to check with the lone worker if the telephone call confirming the work is completed is not made within the expected timescale

## **Housekeeping and Premises**

### **Hygiene**



The Hall is cleaned seven days a week during term-time. All persons must work to ensure the maintenance of clean working areas and to ensure that the cleaner can access floors & surfaces.

Waste bins, dustbins and all necessary cleaning equipment are provided and maintained by the Village Hall. Dustbins are emptied fortnightly.

The Hall is to be cleaned and tidied at the end of every hiring by the hirer.

No foodstuffs are to be left anywhere on the premises, including the fridges, unless by arrangement with the Management Committee.

The water supply is tested regularly. Temperatures for all hot and cold-water outlets are checked monthly and water tanks are sampled annually.

## **Stacking and Storage**

### **Equipment**

All areas of the hall have appropriate storage & stacking facilities which must be used, with particular attention to the kitchen, main hall, foyer and chair store.

### **Emergency Exits**

All emergency exits are clearly marked and are illuminated in the event of power failure. All persons are to ensure exits are kept clear. Where an exit opens to the outside the outside area must be kept clear and safe.

### **Ladders**

All ladders will be of "Trade" or "Industrial" standard, complying with BS EN131 and BS 2037 Class 1, and will be inspected six monthly. Worn or damaged ladders will be replaced, not repaired.

### **Access**

Access to the cleaning cupboard, some storerooms, boiler room, projection room are limited to key holders and those authorised by key holders.

## **Safe Use of Equipment**

Manufacturers' guidelines are held in the Control Cupboard in the Foyer or in the top drawer under the gas cooker in the kitchen and are available to anyone who wishes to read them.

### **Electrical Equipment**

The suitability & safety of electrical equipment brought into the Tatsfield Village Hall by any person or organisation is the responsibility of that individual or organisation and should be P.A.T. tested.

It is the task of those using electrical equipment of any sort to check by visual inspection for any signs of damage or electrical faults. Such faults must be dealt with immediately and if in any way dangerous the appliance should not be used and should be isolated. The fault should then be reported to a member of Tatsfield Village Hall Management Committee.

All portable electrical equipment which is the property of Tatsfield Village Hall is inspected annually. Each item is labelled and a record showing the date of testing is maintained

The complete installation of all fixed wiring is inspected each 5 years and documents kept accordingly.

### **Machinery and Dangerous Substances**

It is the duty of the Management Committee to ensure that machinery and equipment available in the Hall, e.g. dishwasher, is in good repair and in a safe operating condition. Any faults must be reported immediately to a member of the Management Committee.

### **Naked Flames**

Naked flames are prohibited.

### **Lasers and Strobe Lighting**

Permission must be obtained from Tatsfield Village Hall management committee before being used. They can only be used by a trained operator and may only be used by a suitably qualified person who has undertaken and provided a risk assessment to the Tatsfield Village Hall Management Committee.

### **Other Important Hazards**

#### **Seating**

Chairs are stored, when not in use, in the chair storeroom to avoid becoming a trip hazard. They must not be stacked more than 10 high. The chair trolley should be used to move chairs to avoid excessive lifting and carrying. All persons must ensure before use that chairs are stable and free from sharp edges

#### **Tables**

When not in use, folding tables must be stored in the table store cupboard or chair storeroom to avoid becoming a trip hazard. All persons must ensure before use that tables are stable and free from sharp edges

#### **Smoking**

A total non-smoking policy applies to the entire Tatsfield Village Hall premises. All persons are required to implement this policy rigidly as it is a legal requirement. Legal notices are displayed in all appropriate positions as per government regulations

## **Duties and Responsibilities**

### **Hirer**

The person who signs the Conditions of Hire is responsible for the security of the Hall and the safety of the occupants. If the signatory wishes to delegate responsibility during an event he or she must nominate a representative and provide the nominated representative's full name

### **Duties of the Hirer or Nominated Representative**

It is the duty of the Hirer or nominated representative to ensure that the Conditions of Hire have been signed, that all Conditions are observed and that all undertakings declared on the Booking Form are fulfilled.

The Hirer or nominated representative is responsible for the security of the hall and the safety of the occupants. Some duties may be delegated to others by agreement with the Nominated Representative. However, the final responsibility remains with the Nominated Representative whose name appears on the appropriate booking form.

### **Tatsfield Village Hall Management Committee Representative**

A Representative of Tatsfield Village Hall Management Committee will make himself/herself known to the Hirer or their nominated representative at the start of the hiring. He or she will be available to give advice and deal with any questions from the Hirer and is the ultimate authority in the hall.

If, in the view of that person, the Hirer is not complying with the conditions set down by the Tatsfield Village Hall they have the ultimate authority to terminate the hire and close the premises.

### **Emergency Systems Check**

The Hirer or their nominated representative must, if necessary with the assistance of a member of Tatsfield Village Hall Management Committee, ensure that:

- the firefighting equipment has not been moved from the positions shown on the plan
- the telephone is working
- the first aid kit is available in the specified location

Any deficiencies are reported to the person responsible as soon as possible and appropriate action is taken.

### **General Safety Check**

The Hirer or nominated representative must, if necessary with the assistance of the Tatsfield Village Hall Management Committee Representative, ensure that:

- all exits are unlocked and completely clear of obstruction
- aisles and pathways are free of obstruction
- the Hall's no smoking policy is strictly enforced
- the exterior access ways are kept clear of all obstructions, allowing clear access for emergency vehicles
- the air cooling units, lights (except emergency lighting) and appliances are turned off and that all doors and windows are locked at the conclusion of each session.

## **Emergency Evacuation in Case of Fire or Other Emergency**

**See Arrangements in Case of a Fire**

- The duties of the Hirer or nominated representative are detailed under Emergency Evacuation Procedure (page 7).
- in addition, a member of the Tatsfield Village Hall Management Committee must be notified at the first opportunity.

### **Action in the Event of Power Failure**

All persons may be permitted to remain in the building for up to thirty minutes with the emergency lights on, after which time they should be asked to leave. On no account are they to be allowed to return to the building if the emergency lights have been on for one hour continuously or for a combination of periods totalling one hour.

### **Action at the Conclusion of a Hiring**

Hirers are required to vacate the hall by the time specified in the Conditions of Hire and Booking Form. But whatever arrangements have been agreed, on return of the keys the Tatsfield Village Hall Management Committee Representative must be satisfied that the hall has been restored in all respects, and the Hall left clean and tidy throughout. Any deficiencies and/or damage should be reported.

### **Emergency Lights**

These operate automatically whenever there is a power failure. The Hirer should check before the event commences that the green charging indicators are lit.

### **Car Parking**

There is a car park at the rear of the Village Hall with marked spaces, this and the access roads are owned and maintained by the parish council and any problem must be advised to the clerk or a parish councillor without delay.

### **Regular hall users**

Regular hall users will be provided with a copy of the Tatsfield Village Hall Health and Safety Policy Statement and will be expected to implement their own health and safety policy and relevant risk assessments.

### **Dangerous or flammable items**

Dangerous or flammable items, liquids, substances are prohibited in Tatsfield Village Hall other than in exceptional circumstances and with express permission of the Management Committee.

## **Health & Safety Risk Assessment**

Risks are identified during a "hazard spotting" tour of the Hall and reported to the Management Committee. The findings of the reviewer will include immediate *or potential* risks, ongoing *or short-term* risks which might pose a hazard for hirers, for contractors or for any other persons present inside or within the environs. Liaison with the Parish Council may be called for.

Reviews are undertaken annually, usually by two trustees volunteering in rotation. All areas are covered at each review, except the storage areas above and beneath the stage which are reviewed separately.

Additionally, the assessment will be reviewed if there has been a significant change such as the introduction of new equipment or procedures, advances in technology or in case of accident or illness.

Any risks deemed urgent by the reviewers will be addressed without delay.

Less urgent risks will be considered by the Management Committee at the following Ordinary Meeting.

The Risk Assessment Document is revised and updated after each review has been discussed and agreed by the Management Committee.

An electronic copy of the Document will be made available on request

## **Locations of Stopcocks and Isolation Valves**

### **Main Stop Cock**

Green Room Cupboard

### **Kitchen**

All taps under sink

### **Broom Cupboard**

Hot - broom cupboard or loft

Cold - main stop cock

### **Downstairs Gents**

WC and Urinal - in line near cistern or loft

Cold water - loft

Hot water - broom cupboard or loft

### **Downstairs Ladies**

WCs - in line near cistern or loft

Cold water - loft

Hot water - broom cupboard or loft

### **Upstairs Gents**

WC and Urinal - in line near cistern or loft

Right hand cold - main stop cock

Left hand cold - loft

Hot - broom cupboard or loft

### **Upstairs Ladies**

WCs - in line near cistern or loft

Right hand cold - main stop cock

Left hand cold - loft

Hot - broom cupboard or loft

### **Accessible Toilet**

WC - in line near cistern or loft

Cold water - loft

Hot water - broom cupboard or loft

### **Green Room**

WC and all taps - main stop cock

The loft is reached from the trap in the landing ceiling.

In an emergency the stopcock in the green room (beneath the stage) should be turned off.

### **Mains Electricity Power Switch**

The mains electricity supply switch is located in the right-hand cupboard in the lobby.

## **Location of Fire Safety Equipment**

### Floor Plans

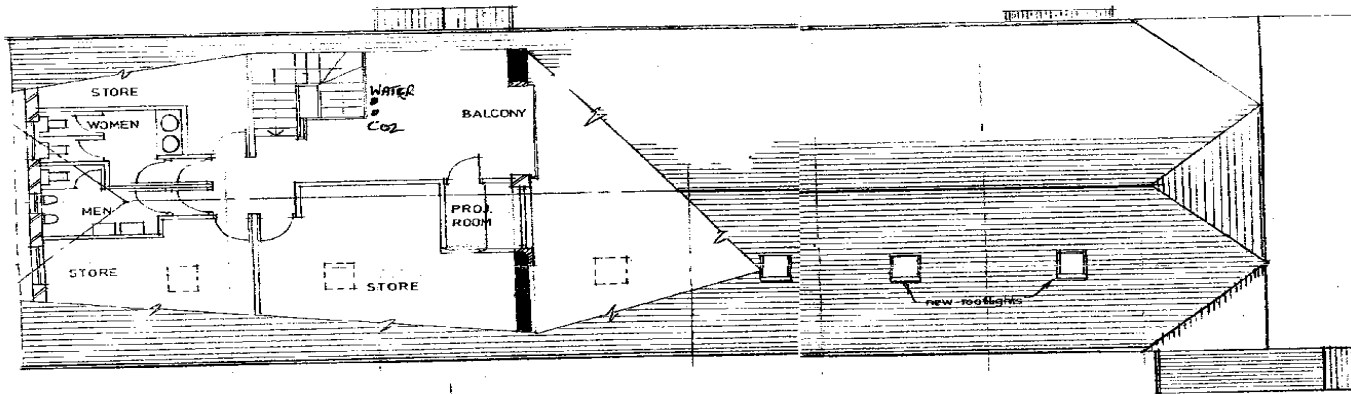
Location of extinguishers.

Emergency exits

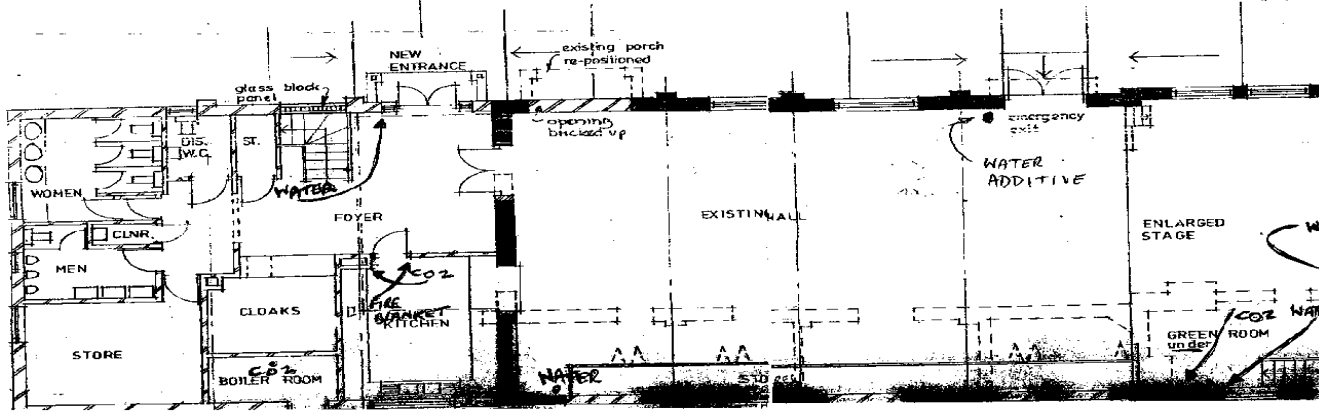
smoke alarms (    )

break glass alarms (    )

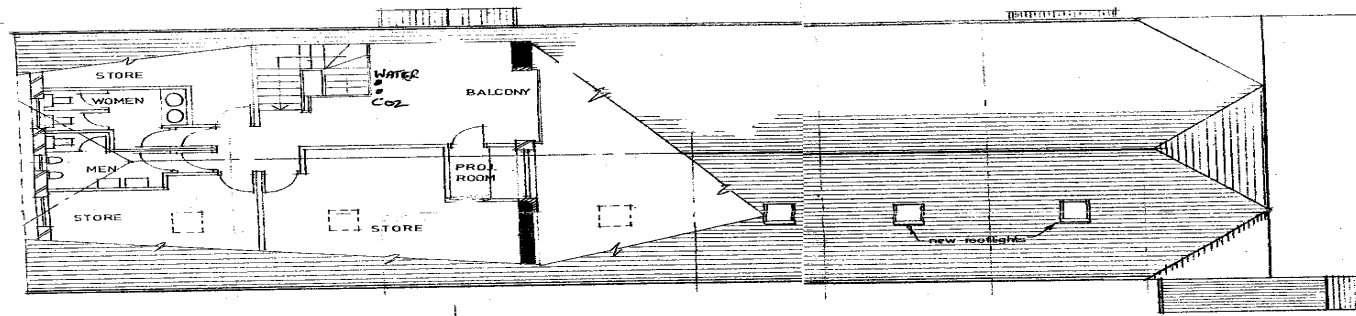
Ground floor



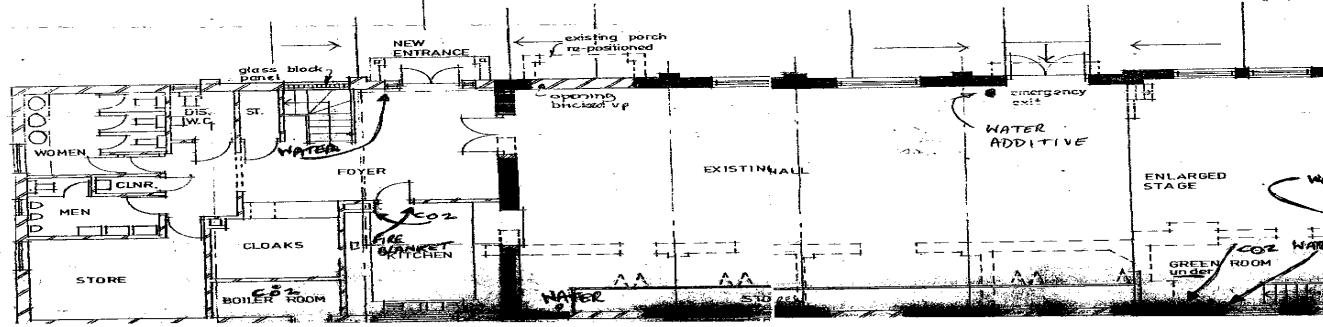
FIRST FLOOR PLAN



GROUND FLOOR PLAN



FIRST FLOOR PLAN



GROUND FLOOR PLAN

First floor

## TATSFIELD VILLAGE HALL

### Contractor's Declaration

Tatsfield Village Hall has a responsibility to its hirers, staff and trustees to ensure safe use of the hall

As a contractor to Tatsfield Village Hall we agree to the following requirements: -

- We are insured for public liability and work undertaken
- We are certificated for our work where required by law
- We have suitable first aid equipment
- We have PAT certificates for any electrical equipment



Before commencing work we shall: -

- Be aware of Tatsfield Village Hall Health and Safety Policy Document, displayed on foyer notice board, especially as regards lone working
- Read the Fire Notice
- Locate emergency exits, lighting controls and fire extinguishers
- Understand the No Smoking Policy

Should it be essential that substances hazardous to health or flammable substances\* are used when working we shall ensure that they are handled and stored in accordance with COSHH and DSEAR requirements.

Contractor's name .....

Contractor's address .....

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.....

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Signature .....

Date .....

## **NFPA Classification of Flammable and Combustible Liquids**

"Flammable liquid" refers to any liquid having a flash point below 100 F.

Such flammables are Class I liquids. These liquids are subdivided into three classes. The following is an illustrative list of common flammable liquids:

Class IA Flash point below 73 F, boiling point below 100 F

- acetaldehyde
- collodion
- ethyl ether
- ethyl chloride
- methyl ethyl ether
- pentane
- petroleum ether
- propylene oxide

Class IB Flash point below 73 F, boiling point at or above 100 F

- acetone
- benzene
- butyl alcohol
- ethyl acetate
- ethyl alcohol
- gasoline
- methyl alcohol
- methylcyclohexane
- toluene

Class IC Flash point at or above 73 F and below 100 F

- amyl acetate
- amyl alcohol
- dibutyl ether
- isopropanol
- methyl alcohol
- styrene
- turpentine
- xylene

"Combustible liquid" refers to any liquid having a flash point at or above 100 F. Combustible liquids are subdivided as follows:

Class II Flash point at or above 100 F and below 140 F

- acetic acid
- camphor oil
- cyclohexane
- fuel oil no. 44
- methyl lactate
- hydrazine
- mineral spirits
- varsol
- kerosene

Class III Flash point at or above 140 F and below 200 F

- Aniline
- carbolic acid

- furfuryl alcohol
- naphthalenes
- phenol
- pine oil

## **Tatsfield Village Hall Management Committee**

Chairman                      Mark Stokoe

Vice Chairman                Peter Maynard

Secretary                      Pete Greenwood

Treasurer                      Michelle Trivett

Bookings Secretary        Helena Garcia

Jackie Copeman

Jenny Dickens

Nick Troake

Jon Allbutt

Jonnie Panther

David Pinchin

Jenifer Miller