

CULMINGTON VILLAGE HALL

ESSENTIAL HEALTH & SAFETY INFORMATION FOR HIRERS

FIRE & EMERGENCY PROCEDURES

Fire: In the event of fire please follow the actions on the fire safety posters in the Hall.

- Keep the drive and car park free for emergency vehicles.
- Be aware of emergency exit routes and ensure that the routes are kept clear
- Group Leaders and or / hirers are to carry out a role call on their groups
- Report if any of your group is missing to an appropriate person in charge.
- Do not re-enter the building until the all clear is given.

First Aid and Accident Procedures: In the event of requiring First Aid:

- A first aid box is located in the kitchen cupboard (marked first aid)
- If you require first aid and are not competent contact you group leader or call an Ambulance.
- If using the First Aid equipment, details must be recorded in the accident book located with the First Aid Box.
- In the event of serious injury telephone 999 and contact the Ambulance Service.
- The nearest Kiosk is situated next to the Bus shelter (75mts North of the Village hall, Card only – no coins)
- In the event of a serious injury the Clerk of the Council must be informed.

SECURITY PROCEDURES

- **PLEASE NOTE THAT CHILDREN MUST BE CAREFULLY SUPERVISED BOTH INSIDE AND OUTSIDE THE HALL BY A COMPETANT ADULT. *THE MAIN ROAD B4265 IS DANGEROUS*.**

Personal Security

- Be aware of emergency exit routes.
- If using facilities in the Hall or Ground ensure others are aware of your position.
- Take care to ensure the security of Children under your supervision.

Security of Belongings.

- Ensure you take care of personal belongings .
- Do not leave objects where they may cause a hazard to others.

Security of Vehicles

Do not block the entrance to the Village Hall

Lock vehicles and do not leave valuables unattended in vehicles.

GENERAL SAFETY PROCEDURES.

- Ensure that you take reasonable care for the health and safety of yourself and others with your actions
- Ensure you are familiar with the Emergency Procedures and keep fire exits clear.

USE OF EQUIPMENT.

- Ensure that you are familiar with the safe use of all equipment before using
- Caution should be taken in the kitchen. Appliances may be hot and contain boiling water.
- If moving heavy or awkward objects ensure help is obtained.
- Check all electrical equipment before use. Do NOT use if there are signs of damage.
- No electrical equipment to be used other than that which is provided.
- If any equipment is seen to be defective this should be reported immediately.

Risk Assesments

- Please refer to the Health & Safety files for copies of any risk assessments associated with the Village Hall
- Written risk assessments must be produced for all activates where significant risks could occur.

Please sign that the hire conditions are acceptable and return the top copy to the hiring agent.

Date:

Signature: