# Theydon Bois Village Hall Health And Safety Information

1. There is a public telephone in the vestibule area which provides 999 emergency services access. The post code and address of the village hall is on the telephone.

2. In the event of a power failure, an emergency lighting supply is automatically triggered to illuminate exit routes.

3. The Foyer and all Emergency Exits, corridors and doorways must remain clear with unhampered access during the period of hire.

4. No fire fighting equipment may be moved or tampered with except in an emergency. Any failure of equipment belonging to the village hall must be reported as soon as possible to the Hall Manager or Caretaker and any faulty hirer’s equipment removed from the premises. Fire doors must be kept closed.

5. No activities are allowed which involve danger to the public.

6. Children are to be supervised at all times particularly around the kitchen, stage and outside areas.

7. To comply with the Premises Licence, at least two responsible persons present at the function should make themselves aware of the fire and safety precautions displayed in the Foyer.

8. To comply with the Premises Licence, alcohol must not be sold to anyone under the age of 18 and the licensing hours must be adhered to.

9. In the event of an accident involving injury to the public, details should be entered immediately in the Accident Book (which can be found in the kitchen on the wall by the refrigerator) and reported to the Hall Manager or Caretaker.

10. None of the following are allowed on the premises:-

* unauthorised heating appliances
* obvious fire hazards
* deep fat frying
* hazardous substances
* highly inflammable substances

11. Users are responsible for the safe operation of all equipment they bring into the hall which must have a current Portable Appliance Tested (PAT) label. Electrical equipment must be used in a safe manner in accordance with the Electricity at Work Regulations 1989.

12. Care must be taken at all times with the front of stage, due to the shear drop to the floor of the main hall, and on the stairways at the sides of the stage.

13. Care must be taken moving any furniture in the hall and manual handling procedures should be observed. All items must be stored so as to avoid accidents from over-stacking.

14. No electrical equipment is to be stored in the hall such that other user groups could mistake it for equipment provided as part of the hall booking.

15. Any users needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards. Lengths of floor cable covers are to be used.

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