



## **ESSENTIAL HEALTH & SAFETY FOR HIRERS**

The Hirer is responsible for ensuring they have noted the below details items  
Any items which are unclear can be explained if requested. The Hirer is responsible for ensuring that all Conditions of Hire for the Poulton Village Hall are followed. It is the Hirer's responsibility to ensure that all helpers and organisers know the fire and safety procedures and that all persons in the hall can be accounted for in the case of fire.

### **All users of the hall are responsible for their own safety**

Location of Health & Safety Policy - on noticeboard in main entrance

### **Fire Procedure & Equipment**

List of Emergency Contact Numbers : on notice board in main entrance

Emergency Exits –the back kitchen door & main entrance door

Fire assembly point – through back gate next to the play park, everyone to meet on the play park

Fire extinguishers are located in the main entrance and in the kitchen

Please ensure hatch from kitchen to main hall is closed after use

### **Kitchen Area**

Cleaning materials and equipment – under kitchen sink, and in cupboard opposite

Food hygiene poster – on kitchen wall

Please clean down after use

Do not allow children in the kitchen

### **First Aid Equipment**

First Aid Box in bottom drawer next to kitchen sink

Accident book in bottom drawer next to kitchen sink

### **Main Hall**

To open the windows, use step ladder ( located either by or on the stage just behind curtain

Do not stick anything to the walls, there are hooks located round hall to hang decorations from

Tables - after use please stack in location at back of hall

Chairs - after use please stack no more than 5 high at back of hall

After use please ensure floor is thoroughly swept clean

Do not allow children to play on the stage