



# Guilden Sutton Village Hall

## Users Safety Instructions

The Booking Form with Standard Conditions of GSCA Village Hall Hire and GSCA Village Hall Safety Policies and Risk Assessments apply. They can be viewed on the GSCA website and in the Foyer.

**Thank you for following these instructions to make the hall a safe and enjoyable facility for everyone who uses the facilities and works in the village hall.**

- If the booking is on behalf of an organisation, then conduct your own risk assessments with actions appropriate to your activities and use of the hall.
- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Appoint fit and able persons to assist vulnerable people in emergencies.
- Ensure that all electrical equipment, including equipment provided by the hall and your own equipment, have by been annually tested by a qualified electrician to EICR standards and have up to date Portable Appliance Testing labels.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height unless they are properly secured, and another person is present.
- Do not leave portable electrical or gas appliances operating unattended.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided.
- Only stack chairs in designated areas with stack height limited as specified in stacking area notices to prevent toppling.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- If required then provide your own sharp knives, cooking implements or other hazardous equipment, with appropriate safety precautions.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Report any evidence of damage or faults to equipment or the building's facilities to the Booking Secretary.
- Report every accident on a GSCA Health & Safety Incident Report form and hand them without delay to the Booking Secretary or a GSCA Trustee.

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## Emergency Exit Routes and Equipment

### Fire Precautions and Actions

#### Before events:

- Ensure emergency exits are clear
- Ensure fire doors are closed but can open

#### If fire occurs:

- Evacuate all occupants to an Assembly Area. Assist disabled & children
- Call Fire Brigade dial 999
- Report asap to Booking Manager or Secretary (H&S) 0785 6063284

