

# TAVERHAM VILLAGE HALL COMMITTEE

## General Checklist for ALL Hirers

This checklist forms part of our Terms and Conditions to which you have agreed:

- The **Safety Checklist** and **Fire Checklist** attached, are also placed on the noticeboards in function rooms or the Suite corridor and on our website. Please read them before you begin your event.

**DO NOT IGNORE THEM THEY ARE THERE FOR YOUR SAFETY.**

- Please ensure that **ALL RUBBISH** accumulated at your function is taken away with you. Do not leave rubbish by the outside bins, **YOU WILL LOSE YOUR SECURITY DEPOSIT IF YOU DUMP YOUR RUBBISH.**
- Please sweep/hover the floor and mop any spillages.
- Wipe clean any tables or worksurfaces and wash crockery or cutlery that are used.
- **Do not stick by any method**, decorations, balloons or posters to the walls, floors, windows, or doors. **Do not cover any Safety Notices or Safety glass panels.**
- All chairs and tables **MUST** be returned to their correct place.
- Ensure all lights and boilers are switched off and Main Hall heating thermostat set to 5°.
- Do not leave food in the bins or fridges.
- Please leave the fridges in the Old Hall kitchen & kitchenettes **switched on.**
- If last in the building ensure that the hired room, and Main Door are all securely locked strictly following the door instructions provided.

# **SAFETY CHECKLIST**

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## **FOR YOUR SAFETY**

- **Do not let children into the kitchens or storerooms unless under constant supervision.**
- When engaging in any physical activity (e.g. party games) ensure that any chairs are standing on their legs and not stacked.
- **HEATERS – VERY IMPORTANT** in the interests of Health and Safety **no** Heaters etc., should be altered without prior permission from the Secretary, nothing should be placed on top of them and please ensure furniture does not touch them. **(If this is not adhered to your holding deposit could be at risk!)**
- Notices are for Safety Reasons and must always remain on Notice Boards.
- When you leave, ensure that the building is empty before you lock up. Particularly check all toilets and Suites 1 and 2.
- Please ensure all taps are off and sinks and toilets are not blocked.

## **IN THE CASE OF AN ACCIDENT:**

- A defibrillator is situated on the outside front wall of the Hall to the right of main entrance.
- First Aid boxes are situated in all the kitchen areas. If a serious accident has occurred, you must inform the Secretary so that a record can be made in the Accident Book.
- Mobile phone signal is reduced within the hall please be aware of limitations.

**BE VIGILANT – IDENTIFY POTENTIAL HAZARDS AND TAKE STEPS TO AVOID ACCIDENTS. CONSIDER THE COMPOSITION OF YOUR CLIENT GROUP AND ANY PARTICULAR NEEDS FOR ASSISTANCE THEY MAY REQUIRE.**

Please inform the Secretary of any problems you encounter – thank you.

# **FIRE SAFETY CHECKLIST**

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- **Appoint a suitable person (the Fire Marshall) to be responsible for the fire safety and brief them fully and ensure they are familiar with this checklist and the layout of the room you are hiring.**
- **Ensure Fire Exits and escape routes are free of obstructions both inside and outside.**
- **Fire Exits** in S2 and the Old Hall have curtains for decoration only and must be always secured.
- **NO SMOKING.** Smoking is not permitted anywhere in the hall.
- **Turn on emergency exit lights even in daylight.**
  - Old Hall* light switch is situated beneath the fuse box on the far wall of the main kitchen.
  - Main Hall* switch is with the room light switches.
  - Suite One* switch is on the left-hand side of the door as you enter the room.
  - Suite Two* switch is on the left-hand side as you enter the room.
- **Identify the location of the fire alarm break glass points, fire extinguishers and blankets** ensuring these are not obstructed.
- **Make a fire safety announcement, giving details of relevant fire exits and assembly points and what to do on hearing the fire alarm. If you have people who need special assistance organize this in advance.**
- **IDENTIFY SOMEONE TO BE RESPONSIBLE TO CALL THE FIRE SERVICE AND MEET THEM.**
- *Check mobile phone signal.*
- *Ensure layout of tables, chairs, etc., does not obstruct exit routes.*
- *Ensure doors fitted with self-closing mechanisms are not wedged open.*
- *All exit doors should be tested to ensure they open without difficulty. Note, the automatic main entrance doors have a battery backup allowing time to clear the building should there be a power failure.*

## **OUTSIDE THE BUILDING**

- Ensure outside lights, where provided, are functioning correctly. If you notice any that are not working, please inform the Secretary.
- Ensure external escape routes and exit doors are not obstructed.

## **AFTER YOUR EVENT**

- **REMOVE ALL RUBBISH FROM THE PREMISES AND TAKE HOME WITH YOU.**
- Switch off and unplug all electrical equipment where appropriate.
- Check heaters have nothing left on them or stored in front of them.
- **And last but not least – SECURE THE PREMISES.**