

HEALTH & SAFETY AND LEGISTRATIVE COMPLIANCE

Introduction

The Village Hall Management Committee is active in its aim to provide a safe environment for users of the Village Hall, and to ensure that their use complies with current legal requirements.

The person hiring the Hall is deemed to be the Responsible Person for that function, and has an obligation to understand and observe our rules in using the Hall:

- a) Fire Procedures must be followed, in that Fire Exits must remain accessible at all times. Fire fighting equipment should not be tampered with.
- b) Kitchen equipment is provided for your use, but all normal safety procedures must be followed. Access to the Kitchen should be restricted only to those designated to food and drink preparation.
- c) Any spills of food or drink should be removed immediately, and any broken glass cleared up utilizing the utensils provided.
- d) The Village Hall Bar has to comply with the same licensing laws as any commercial establishment. In this respect alcohol will not be served to those who appear to be under 18, or to anyone where consumption by someone who appears to be under 18 is suspected.
- e) Any entertainment shall comply with the terms of our License.
- f) Users of the Hall are required to comply with any decisions made by the Licensee, their representatives, or any member of the Management Committee.
- g) The Village Hall is adjacent to private property, and it is appreciated if users can leave the premises quietly if late at night.

Ilketshall St Andrew Village Hall

In Case of Fire

If you discover a fire:

1. Raise the alarm by alerting others, and ensure total evacuation of the Hall.
2. Immediately call the Fire Service by dialing 999.
3. Tackle the fire if it is safe to do so, utilizing the fire fighting equipment provided.
If not, then close all doors to contain the fire.
4. Remove any vehicles from the vicinity of the Village Hall, and leave clear access for the Fire Service.

In Case of Accident or Serious Illness

1. Call for a qualified First Aider if one is available.
2. The First Aid box is located in the Kitchen.
3. Telephone for an ambulance if you think one is needed.
4. All accidents must be reported immediately in the accident book.

In case of emergency, dial 999 to alert the required emergency service.

The nearest public telephone is situated in Top Road.