

CADMORE END VILLAGE HALL

HEALTH & SAFETY GUIDELINES

CAPACITY

The maximum capacity of the hall is 100.

SOLE OCCUPANCY

If you are going to be alone in the hall, make sure someone else knows of your whereabouts and intentions.

MANUAL HANDLING

Be aware of the risk of injury through incorrectly lifting or moving heavy or bulky items.

STORED EQUIPMENT

Do not allow children into the store cupboard unsupervised. Ensure that you stack and store items safely after use, paying particular attention to the instructions for chairs and tables stored on trolleys.

FIRE

Be aware of the location of fire extinguishers and fire exits. Fire exits are located in the hall side and rear doors and the kitchen door. **DO NOT USE DRY ICE, SMOKE OR ANYTHING LIKELY TO AFFECT THE SMOKE ALARMS. DO NOT LEAVE CANDLES/TEA LIGHTS UNATTENDED AND USE FIREPROOF CONTAINERS. EXTINGUISH AND REMOVE ALL CANDLES AND TEA LIGHTS AT THE END OF YOUR EVENT.**

HOT WATER & APPLIANCES

Be aware of hot water when using the WC hand basins and kitchen sinks.

SLIP/TRIP HAZARDS

Clean up any spillages as soon as they occur and keep the floor free of clutter. Be aware of raised thresholds, uneven surfaces and mats.

HAZARDOUS SUBSTANCES

Keep all hazardous substances in their original containers and out of reach of children. Wear suitable clothing when handling/using cleaning materials or other potentially hazardous substances.