

## **QUENINGTON VILLAGE HALL**

### **Check list for hirers.**

This is to serve as a reminder only. Please check you have read the terms and conditions and know the location of the accident book and the health and safety file.

**Fire safety and evacuation.** Please make yourself familiar with the evacuation procedure displayed in the entrance hall. All the exits are clearly marked.

#### **Accidents.**

- The nearest A and E department is at Cirencester hospital:  
01285 655711
- The nearest doctors surgery is in Fairford: 01285 712377
- The first aid kit is in the cupboard over the wash hand basin.
- Record accidents on the forms provided and report any incidents to us.

#### **To minimize risks please:**

- Make sure all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not obstruct fire fighting equipment and let us know if an extinguisher is discharged for any reason.
- Check for slipping and tripping hazards.
- Check capacity of the hall is not exceeded and appoint fire stewards to control numbers and to manage flow. (Seating should be arranged using a central aisle of minimum 1.2 metres of a maximum of 5 seats each side or 8 if these are linked together i.e. folding chairs).
- Do not bring onto the property any portable electrical appliances which have not been properly tested.
- Do not leave electrical appliances operating while unattended.
- Use the trolleys provided when moving heavy items.
- Cleaning materials and protective gloves are available under the sink. Please note the child safety catch on the cupboard door.
- Cleaning equipment. Please observe our colour coding scheme to help prevent cross contamination:  
Green: Food preparation areas.  
Red: Toilet areas.  
Blue: Main hall and other general areas.
- Do not attempt to carry or empty the urn when it contains hot water but allow it to cool. Please empty and dry it after use.
- Do not allow children in the kitchen unless under close supervision and avoid over- crowding.
- Please do not use items stored in cupboards by user groups without their permission.

**Electrical equipment.** Instructions for use are on the inside of the cupboard door. Please note that although we provide audio/ visual / equipment you may need to provide your own computer connections. Only use if you have had

some instruction or really know what you are doing.

**Dishwasher.** This is an industrial dishwasher. Please seek advice if not familiar with it. Please drain thoroughly, dismantle and clean after use. Otherwise, **wash up by hand!**

**The carpet.** If you spill anything on the carpet please clean immediately using only cold water, mopping up any excess moisture.

**The curtains.** Please take care and use the draw-cord.

**Parking.** Please use the car park unless it is needed for your function and avoid parking on the green spaces in front of the hall.

### **END OF SESSION CHECK LIST.**

- Check that the kitchen cooker and hot food holder are turned off.
- Check that all electrical appliances are turned off and unplugged, including the audio/ visual equipment.
- Turn out all lights not required for security purposes.
- Check that taps are turned off.
- Close all internal doors.
- Secure all outside doors and windows.
- Please take home any rubbish, or items for recycling.
- Flush all toilets before leaving.
- Please leave the hall clean and tidy and vacuum if necessary. Use a trolley to move heavy items and do not stack more than 3 solid chairs together in the main hall. Please do not block the radiators.
- Put folding chairs on trolley and secure with bungee cords.
- Replace items used from store cupboard tidily, as found and leave access clear to the electricity/ PV meters. Avoid piling up the equipment!

Notify Trustees if you find any damage or faults to equipment or the buildings facilities or if supplies need replacing.

**THANK YOU** Quenington Village Hall Management Committee.