



- FF** FIRE EXTINGUISHER FOAM
- FC** FIRE EXTINGUISHER CO2
- FB** FIRE BLANKET
- FP** FIRE ALARM POINT
- CP** FIRE CONTROL PANEL
- FA** FIRST AID KIT
- AB** ACCIDENT BOOK
- LS** LIGHT SWITCH
- K2** METER ROOM KEY
- INTERNAL FIRE DOORS, KEEP SHUT**
- MAIN ENTRANCE & ACCESS RAMP**
- CAR PARK (Both Gates)**
- DISABLED PARKING x2**

Please enjoy your event, keep safe and when you have finished please remember to: tidy up; remove all rubbish; check all taps are turned off; switch off internal lights (outside lights are on a timer / sensor); turn thermostat down to 10°C; lock up; and return the keys. Thank you.

## Weeley Village Hall – Health and Safety Information

It is the intention of Weeley Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, volunteers, hirers and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Bookings Officer, as soon as possible so that the problem can be dealt with (079 7755 7431 or [bookings@weeleyvillagehall.co.uk](mailto:bookings@weeleyvillagehall.co.uk)). Where equipment is damaged a notice should be placed on it warning that it is not to be used.

**If the fire alarm sounds then leave the building by the nearest exit and assemble in the car park. If you suspect that there may be a fire then call the Fire Brigade by telephoning 999. In the case of a false alert please telephone the hall's bookings number 079 7755 7431. If there is no answer and you do not receive a call back within a couple of minutes then please call the Firepoint-UK engineer on 0870 850 6962 (this number is also shown on the fire control panel near the main entrance).**

The location of the nearest hospital Accident and Emergency/Casualty dept is:  
Colchester General Hospital, Turner Road, Colchester, Essex, CO4 5JL Tel. 01206 747474

The location and telephone numbers for the nearest doctor's surgeries are:  
The Surgery, High Street, Thorpe-le-Soken, Essex, CO16 0EA Tel. 01255 861850  
The Hollies, The Green, Great Bentley, Essex, CO7 8PJ Tel. 01206 250691

The First Aid Boxes are located in: Main Hall Kitchen and Small Hall

The accident book, which is located in the Main Hall Kitchen, must be completed whenever an accident occurs. All accidents must be reported to the management committee.

The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- **ENSURE THAT ALL EMERGENCY EXIT DOORS ARE KEPT CLEAR THROUGHOUT THE HIRING**
- 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 until they are properly secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
- 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.
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Be aware and seek to avoid the following risks:
  - creating slipping hazards on wet floors – mop spills immediately
  - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
  - use adequate lighting to avoid tripping in poorly lit areas
  - risk to individuals while in sole occupancy of the building - carry a mobile phone in case of emergency
  - risks involved in handling kitchen equipment e.g. cooker, water heater and knives
  - creating toppling hazards by piling equipment e.g. in store cupboards.

Additional rules for contractors:

- Contractors must have adequate public liability insurance cover
- Contractors must not work alone on ladders at height (if necessary a volunteer should be present)
- All 'hot works' will require a permit
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.