

QUENINGTON VILLAGE HALL EMERGENCY PROCEDURES

IN THE EVENT OF FIRE

- Leave the hall quickly and calmly via the nearest exit.
- If it is safe to do so, extinguishers are available to deal with minor incidents.
- If in doubt, call 999 (phone signal is better outside - take this poster with you if necessary). The following questions will be asked:
 - **Which service do you require? FIRE**
 - **What is your location? QUENINGTON VILLAGE HALL, THE GREEN, QUENINGTON, CIRENCESTER GL7 5BS**

FIRST AID / ACCIDENTS

There is a first aid box in a labelled cupboard above the small sink.
If you need medical advice, but it is not an emergency, call 111.
Cirencester is the nearest hospital with a Minor Injury & Illness Unit.

Minor Injury & Illness Unit

Cirencester Hospital

Tetbury Road

Cirencester

0300 421 6351

Opening times: 8am – 8pm

REPORTING

If there is an accident/incident of any type, please fill out an Accident Form found in the kitchen drawer (second down) and post in the letterbox by the front door for the booking clerk. Depending on the seriousness of the accident a formal report may be required.

All incidents, however minor, must be reported to a member of the hall committee (see below) or emailed to: queningtonvillagehall@gmail.com

COMMITTEE MEMBERS

John Dooley (Chair)

Antonia Faulkner

Joan Grosscurth

Ray Sheldon (Treasurer)

Margaret Stranks (Booking Clerk)

James Sweeting

Sue Thomas

Val Trafford