

QUENINGTON VILLAGE HALL: check list for hirers

Please ensure you have **read** the Terms and Conditions of Hire, and **know the location** of the *Accident Book* and the *Health & Safety file*.

Fire safety and evacuation: Please make yourself familiar with the emergency procedures and site plan displayed on the noticeboard inside the hall. All the exits are clearly marked.

Accidents:

- In an emergency, call 999
- Hospitals with Accident & Emergency Departments are 15 - 20 miles away
- The nearest Minor Injury & Illness Unit is at Cirencester hospital 0300 421 6351
- The nearest doctors' surgery is in Keble Lawns, Fairford GL7 4BQ 01285 712377
- The first aid kit is in the kitchen cupboard over the wash hand basin near the door
- Record any accidents on the forms provided, and report any incidents to a Trustee

To minimize risks:

- Emergency exits are to be kept clear throughout the hiring
- Do not obstruct fire-extinguishers - notify a Trustee if one is discharged for any reason
- Check for slipping and tripping hazards
- Do not exceed the capacity of the hall (90 people)
- For seated audiences, have a central aisle (minimum 1.2 metres)
- 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 sack truck in the store room when moving heavy items
- Do not move the urn when it contains hot water - allow it to cool, empty and dry it
- No children should be in the kitchen unless under close supervision
- Avoid over-crowding in the kitchen
- Do not use items stored in cupboards by user groups, without their express permission

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

Audio-Visual Equipment: Instructions for use are on the inside of the cupboard door. Although audio/visual equipment is provided, you may need to provide your own computer connections - only use it if you have had some instruction, or really know what you are doing!

Carpeted areas: If you spill anything on the carpet, please clean immediately with a damp cloth & warm water, mopping up any excess moisture.

Curtains: Please take care and use the attached rods to open and close them.

Parking: Please use the car park where possible, and avoid parking on the green spaces in front of the hall.

END OF SESSION CHECK LIST

- ☐ **Cooker** and hot food holder OFF
- ☐ **Electrical appliances** OFF and UNPLUGGED
- ☐ **Kettles** EMPTIED and UNPLUGGED
- ☐ **Audio/ visual equipment** OFF
- ☐ **Lights** OFF (except security lights)
- ☐ **Taps** OFF
- ☐ **Internal doors** CLOSED
- ☐ **Windows and outside doors** CLOSED
- ☐ **Rubbish & recycling** REMOVED
- ☐ **Toilets** FLUSHED
- ☐ **Hall** CLEAN & TIDY (sweep or vacuum if necessary)
- ☐ **Chairs** STACKED on trolley, secured with bungee cords
- ☐ **Store cupboard** equipment PUT AWAY tidily
- ☐ **Notify Trustees** of any breakages, damage, or faults with equipment, buildings or facilities, or if supplies need replacing

THANK YOU!

Quenington Village Hall Management Committee (Trustees)
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