

# 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 the kitchen – on the worksurface in the right-hand corner
- 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 – 7.30pm

## Reporting

- If there is an accident/incident of any type, please fill out an **Accident Form** found in a kitchen drawer and post it 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](mailto:queningtonvillagehall@gmail.com)

## Committee Members

Don Downes (Chair)

Marc Courtney (Treasurer)

Val Trafford (Secretary)

John Dooley

Martha Flood

Joan Grosscurth

Lorna Knights

Fiona Mann

James Sweeting