

The following practices **must** be followed to minimise risks:

1. Ensure that **all Emergency doors are unlocked (Hall, Jubilee room and Kitchen)** and clear of obstructions internally and externally as soon as the Village Hall is to be used and throughout hiring.
2. In case of fire or other emergency leave the Hall by the nearest available exit and assemble at the fire assembly point in the carpark.
3. Do **NOT** operate or touch any electrical equipment where there are signs of damage, exposure of components or water damage.
4. Do **NOT** attempt to change light bulbs or tubes, modify, or repair any electrical appliance or fitting.
5. Do **NOT** cover or place any item on or above the radiators or any heaters.
6. Do **NOT** bring onto the property any portable electrical appliances that have not been Portable Appliance Tested (PAT). All appliances must be displaying a current 'Passed Test' sticker in accordance with the Electricity at Work Act 1989.
7. Do **NOT** leave portable electrical appliances operating unattended.
8. Portable Gas heaters are **NOT** allowed in the Village Hall.
9. Do **NOT** work on steps or ladders until they are properly secured, and another person is present.
10. Do **NOT** attempt to move heavy and bulky items. Two people are required to lift, move, and stack tables. Use the trolley to transport fold up tables and stacked chairs. Do **NOT** stack chairs more than 5 high.
11. Do **NOT** allow children in the kitchen unless accompanied by an adult.
12. Wear suitable protective clothing when handling any toxic materials.
13. Report any evidence of damage or faults to equipment, or to the building facilities to the caretaker, or other member of the management committee.
- 14. Report every accident in the Accident Book and to the caretaker.**
15. All hirers **MUST** ensure that the Village Hall capacities are not exceeded.
The maximum numbers of persons allowed in the village Hall are:
Seated at tables = 150
Mixed Occupancy (tables and dancing) = 100
Dancing = 150
Seated audience = 200
16. Fire, Pyrotechnics, or any naked flame (**including candles**), except for the gas cooker in the kitchen are **NOT** allowed on any part of the property.
17. The hire agreement must be signed at the time of booking and returned to acknowledge acceptance of the Village Hall's Health and Safety Policy.