



Wenhaston Village Hall

Charity Number: CN 1001694

Custodian Trustees: Parish Council

Managing Trustees: Management Committee

To all hirers of the hall

A comprehensive Health and Safety Review and a Fire Risk Assessment of the hall have been carried out and the full details of these can be found in the appropriate files located in the kitchen area of the hall.

Our policy is to:

- 1. Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers**
- 2. Keep the Hall and equipment in a safe condition for all users.**
- 3. Provide such training and information as is necessary to staff, volunteers and users.**

It is the intention of the 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.

- The Health and Safety Review and Fire Risk Assessment files with associated documents are located in the kitchen area.**
- The First Aid Box and the Accident book are located in the kitchen.**
- Please familiarize yourself with the procedure in the event of an emergency or fire – signs are posted in the hall.**
- There is no telephone in the hall other than when the Post Office is open. There is not a nearby public telephone box.**
- Safety Rules to minimise risks are listed in the Health and Safety file. Any accident or use of fire extinguishers must be reported to a Committee member.**
- A plan indicating the position of fire extinguishers and emergency exits etc is by the kitchen door and on the Hall Management notice board. The Assembly point in the event of fire is by the main entrance to the village hall car park.**

Finally, please refer to the Checklist displayed in the hall prior to use and before leaving.

Thank you for using and supporting our hall.

“Your safety is our concern but also your responsibility”

Reviewed – March 2021

The Member responsible is the Chairman