

BARTESTREE VILLAGE HALL

HEALTH AND SAFETY INSTRUCTIONS

1. Access through the entrance hall to the main hall and committee room must be kept clear at all times. All internal and external doors must be kept free of obstruction at all times.
2. Ensure that all hobs and ovens are switched off immediately after use. Do not leave the kitchen unsupervised while any appliance is in use.
3. Children must be strictly supervised at all times.
4. No smoking is allowed on any part of the premises at any time.
5. In the event of any incident or disturbance or matter affecting the security of the hall or its users, please call the police. In an emergency call 999, for non-emergency dial 111.
6. Ensure that no vehicles are parked on any car park areas that are hatched in yellow or on any grassed area.
7. The Fire alarm is situated in the passageway beyond the Ladies and Gentlemen's lavatories adjacent to the disabled toilet. If the fire alarm does sound, please follow the under mentioned procedure :
 - a) Ascertain from the fire alarm panel in which zone that there may be a fire.
Zone 1 is the Entrance Hall, Committee Room, Kitchen and Toilets.
Zone 2 is the Roof, Main Hall and Changing Rooms.
 - b) Evacuate the premises starting with the relevant zone in which there is a fire risk.
 - c) Dial 999 and report the fire at Bartestree Village Hall, Bartestree. HR1 4BY
 - d) If it is safe to do so, tackle the fire with the extinguishers provided. There are six extinguishers which are situated as follows :
Entrance Hall - 1 Powder Extinguisher.
Main Hall - 2 Water Extinguishers.
Committee Room - 1 Water Extinguisher.
Kitchen - 1 Powder Extinguisher
Changing Rooms Hallway - 1 Powder Extinguisher
 - e) If it is safe to do so, tackle a fire in the kitchen, on the hobs with the Fire Blanket, which is mounted on the kitchen wall. If able to do so, switch off all kitchen appliances.
 - f) If the alarm proves to be false, silence the sounder by following the instructions on the alarm using the code marked on the alarm panel. The code is 4415.
8. In the event of a fire, there are three Assembly Points :
Point A is on the car park at the front of the hall adjacent to the cricket field.
Point B is on the car park at the front of the hall adjacent to the football pitch where the entrance road joins the car park.
Point C is on the car park at the far end to the left of the building as it is approached.

Point A should be used by the occupants of the Main Hall
Point B should be used by the occupants of the Committee Room.
Point C should be used by the occupants of the Changing Rooms.
9. If any of the above instructions are not clear, please seek advice from the Booking Clerk or any committee member prior to your booking.

Note

Powder extinguishers may be used to tackle all kinds of fire. Water extinguishers should be used for paper, wood, textiles and fabric fires only. Do not use water extinguishers to tackle electrical fires.

**For your own comfort and safety.
PLEASE RETAIN THESE INSTRUCTIONS**

Registered Charity No 520933