



TASBURGH VILLAGE HALL MANAGEMENT COMMITTEE SAFETY CHECK LIST

Inside

Unlock all exits, and remove keys and bolts.
Check that all exit doors open without difficulty.
Check that both leaves open on the double doors.
Check that the self-illuminated exit signs are working
Find the fire alarm break glass call points and fire extinguishers.
Do not obstruct fire extinguishers.
Familiarise yourself with the fire safety routine.
Do not obstruct fire escape routes with tables, chairs or other items
Do not wedge open any doors fitted with self-closing mechanisms.

Outside

Check that outside lights work.
Do not obstruct external escape routes.
Do not obstruct exit doors.

Emergency phone

The emergency phone [01508 471189] is in the hallway opposite the disabled toilet.
It is solely for emergency use- will only dial out for 999 calls and accepts emergency services incoming calls.

First aid

There is a first aid box in the kitchen.
There is a defibrillator on the outside of the main hall - supplied by Tasburgh Village Council.

Health and safety

You must report all incidents of actual or potential injury in our Incident Book in the kitchen.

Smoking

The village hall has a No Smoking Policy.

Fire

If there is a fire, evacuate the village hall in an orderly manner.
Call the Fire and Rescue Service by dialling 999 even for the smallest fire.
Assemble evacuees by the tennis courts.
There are fire extinguishers on the walls and fire blankets in the kitchen.

Chairs and tables

Use the trolleys for moving chairs and tables to avoid injury.
Stack chairs and tables in the storeroom.

After the event

Remove all accumulated rubbish and take it home.
Switch off and unplug all electrical equipment.
Secure the premises.

Problems

If you have any problems with the above do not wait until after the event -contact us for help
Mel Goodall 01508 470195 or Sheila Plunkett 01508 470485