



## Lytchett Matravers Village Hall

Vineyard Close, Lytchett Matravers  
Dorset, BH16 6DD

**Email:** [Enquiries@lytchettmatravershall.co.uk](mailto:Enquiries@lytchettmatravershall.co.uk)

# SAFETY INFORMATION FOR USERS

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## In an Emergency

If you discover a fire activate the nearest fire alarm call point and evacuate immediately

On hearing the fire alarm:

- Leave the building by the nearest fire exit
- Do not stop to collect belongings
- Assemble at the Recreation Ground Car Park
- Call 999 once safely outside
- **Do not re-enter the building until it is declared safe**

## Before Your Event Starts

Please refer to the displayed Fire & Safety Plan for exit routes and equipment locations.

Identify a responsible person for your event and familiarise yourself with:

- Fire exits and escape routes, and ensure that they are kept clear
- Location of fire alarm call points and fire extinguishers

## During Your Event

- Keep all fire exits and escape routes clear at all times
- Do not allow overcrowding
- Ensure any equipment you bring is safe and suitable
- Children are appropriately supervised

## First Aid & Emergency Equipment

- First Aid Kit & Accident Book: Located in the Kitchen
- Defibrillator (AED): Located on the external wall of the Hall (facing the Recreation Ground)  
    👉 Call 999 for access code and guidance
- Emergency numbers: Emergency Services: 999. NHS Non-emergency: 111

## Accidents & Incidents

All accidents and near misses must be recorded in the Accident Book and reported to the LMVH

## Your Responsibilities as Hirer

Follow the Conditions of Hire and ensure the safety of your group and attendees

- Complete your own risk assessment where appropriate
- Hold Public Liability Insurance if required
- Leave the hall in a safe and tidy condition - see Hirers Checklist

## Need Help?

If you are unsure about any safety matter, please contact a member of the LMVH Committee.



**PLEASE HELP US KEEP  
LYTCHETT MATRAVERS VILLAGE HALL  
CLEAN, SAFE, AND WELCOMING FOR EVERYONE!**

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- ✓ Leave the Hall as you would wish to find it.
- ✓ Return all furniture to the layout shown on the plan.
- ✓ Stack chairs in fives around the hall — *not in front of fire exits*.
- ✓ Leave the kitchen hatch area clear and wipe down serving surfaces.
- ✓ Wipe all tables before putting them away.
- ✓ Take rubbish home wherever possible. Please remove recyclables (glass, cans, plastics, cardboard) and recycle them responsibly.
- ✓ Empty kitchen bins if used — liners are under the sink.
- ✓ Sweep or vacuum the hall floor. Brushes and a mop are in the Ladies' Cloakroom.
- ✓ Check toilets are left tidy and taps turned off.
- ✓ Turn off lights, urns, and electrical appliances (except fridge).
- ✓ Check all doors and windows are securely closed, especially the emergency exits from the Main Hall.
- ✓ Set the alarm if you are the final evening booking.
- ✓ Lock both front doors - inner and outer.
- ✓ Respect our neighbours - park responsibly and leave quietly
- ✓ Report any damage, breakages, or issues to the Committee as soon as possible (contact details on noticeboard).
- ✓ If alcohol was served, ensure the signed Bar Authorisation Form is displayed and then returned to the Committee.

**NO SMOKING ANYWHERE INSIDE THE  
HALL OR PORCH AREA**

(Health Act 2006).