LYTCHETT MATRAVERS VILLAGE HALL
Vineyard Close, Lytchett Matravers
Dorset, BH16 6DD

Email: Enquiries@LytchettMatraversVHall.co.uk

SAFETY INFORMATION FOR USERS

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 into the Hall is safe and suitable
- Ensure 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

Please 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, clean and tidy condition using the Checklist below.

NEED HELP?

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

BEFORE YOU LEAVE

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

- ✓ 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.
- ✓ Sweep the hall floor. (Brushes and a mop are in the cupboard/locker room on the left-hand side along the main corridor).
- ✓ Check that toilets are left tidy and taps are turned off.
- ✓ Turn off lights, hot water urns, and electrical appliances (except the fridge).
- ✓ Check all doors and windows are securely closed, especially the emergency exits from the Main Hall.
- ✓ Set the alarm every time you leave.
- ✓ Close and lock both sets of front doors as shown in the separate Door & Alarm Instructions.
- ✓ Respect our neighbours - park responsibly and leave quietly
- ✓ Report any damage, breakages, or problems to the Committee as soon as possible (contact details on noticeboard).
- ✓ If alcohol was sold or supplied under bar authorisation, ensure the signed Bar Authorisation Form is displayed during the event

NO SMOKING

No smoking anywhere inside the Hall or porch area.

Health Act 2006