**POULTON VILLAGE HALL**

**HEALTH & SAFETY CHECKLIST FOR HIRERS**

The Hirer is responsible for ensuring that all items on the Health & Safety Checklist below have been noted. Any items which are unclear can be explained if requested. The Hirer is responsible for ensuring that all Conditions of Hire for the Poulton Village Hall are followed. It is the Hirer’s responsibility to ensure that all helpers and organisers know the fire and safety procedures and that all persons in the hall can be accounted for in the case of fire.

**All users of the hall are responsible for their own safety**

**General Introduction to the hall Tick When Noted**

Location of: - Disabled Access ………………

 - Toilets ………………

 - Light Switches ………………

 - Main electrical switches ………………

 - Audio-visual equipment and its operation if required ………………

 - Location of Health & Safety Policy ………………

**Fire Procedure & Equipment**

 **-** Location of Fire Risk Assessment and Hall Plan ………………

 - Location of Emergency Contact Numbers ………………

 - Location of fire extinguishers ………………

 - Fire assembly point ………………

 - Operation of hatch blind ………………

**Kitchen**

Location of: - Controls for heating, cooker, dishwasher & water heater ………………

 - Location of cleaning materials and equipment ………………

 - Location of all other kitchen equipment incl. glasses ………………

 - Food hygiene poster ………………

 - Ladder ………………

**First Aid Equipment**

Location of: - First Aid Box ………………

 - Accident book/Incident book ………………

**Chairs and Tables**

Location of: - Tables ………………

 - Chairs and stacking rules ………………

**Signature**

I have read and ticked as noted the Hirer’s Health and Safety Checklist and given any necessary instructions. I agree to pass on this information to helpers and organisers:

**Signature of Hirer**

Name (Print) ………………………………………………………… Signature ………………………………………………………

Organisation/Address ……………………………………………………………………………………………………………………

……………………………………………………………………………... Date Shown …………………………………………………