

BECKFORD VILLAGE HALL

HEALTH AND SAFETY ADVICE

IMPORTANT This advice must be read before using the hall

- **TABLES** Take care when removing tables from the trolley. Once the safety strap is removed they may fall over. We advise that two people are needed to move each table. Safety Straps must be in place before moving trolley and after use
- **CHAIRS** Do use the truck provided for moving stacks of chairs. Chairs should not be stacked more than 6 high
- **FIRE EXITS** must be kept clear of all obstructions. The Fire Assembly point is beside the oak tree opposite the side Fire Exit
- **SPILLS** Spillages must be cleaned up immediately. There is a mop and bucket in the main Store Room
- **ELECTRICAL EQUIPMENT** We cannot take responsibility for any electrical equipment brought in by users
- **FIRST AID** A First Aid Kit and Accident Book are provided on the wall in the entrance lobby

CHILDREN

- Children should not be allowed in the kitchen
- Children entering or leaving the hall should be supervised at all times as both outside doors lead to areas with moving vehicles
- Ensure that the gate at the side of the stage is in place when children are in the hall

WHEELCHAIRS

- We advise that both front doors are opened and the inner swing doors are secured with the catches when wheelchairs are entering and leaving the hall

Please advise a member of BCVH committee of any additional potential hazards