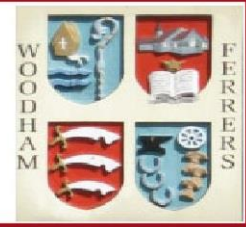


# Woodham Ferrers Village Hall

Main Road, Woodham Ferrers, Essex, CM3 8RW  
[www.wfvh.org.uk](http://www.wfvh.org.uk): [wfvhbookings@mail.com](mailto:wfvhbookings@mail.com),  
07906 587414 Registered Charity No. 301414



## GENERAL INFORMATION TO HIRERS

It is the intention of Woodham Ferrers Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

All employees, hirers and visitors to the hall will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out risk assessments. The following practices **must** be followed in order to minimise risks:

**Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring**

**Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.

**Do not** work on steps, ladders or at height until they are properly secured and **another person is present**

**Do not** leave portable electrical or gas appliances operating while unattended

**Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested

**Do not** attempt to move heavy or bulky items (e.g stacked tables or chairs) – use the trolleys provided

**Do not** stack chairs more than **five** high

**Do not** allow children into the kitchen except under close supervision (eg for supervised cookery lessons or, in the case of older children for supervised serving of food at functions). Avoid overcrowding in the kitchen and **do not** allow running

**Wear** suitable protective clothing when handling cleaning or other toxic materials

**Report** any evidence of damage or faults to equipment or the building's facilities to **the booking secretary**

**Do not** allow people under the age of 18 years to move heavy equipment such as the tables, stacked chairs and the stage etc.

**Report** every accident in the accident book and to **the booking secretary**

The Management.