

## Coton Village Hall

### Your Health and Safety Hire Checklist

When you hire Coton Village Hall you take on a duty to take care of yourself and those using the hall with you. You also have a duty to comply with the practices set out by the Trustees, with the safety requirements set out in the hiring agreement and safety notices on the premises. You accept responsibility to do everything you can to prevent injury to yourself and to others. We have produced this checklist to ensure that you have the necessary information and support to carry out this responsibility.

#### Your booking details

Responsible person during the hire period	
Signature	
Date and time of hire	
One-off or recurring booking	
Assigned caretaker	

#### Your checklist – please initial and return to your caretaker

I've been given and read through a copy of the Coton Village Hall hire agreement.	
I've been given a copy of ' <i>Staying Safe during your hire of Coton Village Hall</i> '.	
I've been shown the 'Fire Action' notices, the emergency exit doors and the fire-fighting equipment.	
I am clear who would take charge if an emergency occurred.	
I know where the ramp and wheelchair are kept if individuals with impaired mobility are using the hall during the hire	
I have been shown the trolleys for moving furniture and understand the hall's stacking policy	
I have been shown how to use the kitchen equipment and told where appliance instructions are kept	
I understand the need for extra vigilance in the kitchen and undertake to keep all children closely supervised in this space.	
I've been shown the First Aid box and the Accident Book	
I know where to find a copy of the Village Hall contact numbers	