

DUMMER VILLAGE HALL (DVH) – Health & Safety Information Sheet [Last updated 05-03-2024]

1. It is the duty of users of Dummer Village Hall to take all reasonable care and steps for the Health and Safety of themselves and other who may be affected by their actions.

Users are defined as:

- a. Committee Members & Trustees
 - b. Hirers
 - c. Volunteers
 - d. Visitors and contractors
 - e. Anyone making use of the hall for other purposes with the agreement of the Village Hall committee.
2. DVH has a Fire Safety Policy and Health and Safety Policy, both of which are available in full in the Red Folder held in the plastic wallet at the front of the hall.
 3. All users, listed in 1 above, must take reasonable care and measures to prevent accidents. Those who do not take reasonable care risk endangering not only themselves but may put others at risk.
 4. All users must ensure they are familiar with the layout of the hall.
 5. All users must ensure they familiar themselves with:
 - a. Emergency and standard fire exits.
 - b. assembly points,
 - c. fire extinguishers, and
 - d. first aid kits.
 6. Smoking is strictly prohibited on the premises and the car park due to the Oil Tank stored on the premises.
 7. All corridors, doorways (especially emergency exits), stairs and gangways must be kept free from obstructions.
 8. Fire doors must not be wedged open and must remain closed at all times.
 9. Always seek advice from Dummer Village Hall Committee member if there is any doubt about the use of a piece of equipment being safe. Always report defective equipment to a Dummer Village Hall Committee member.
 10. Any Health and Safety matter that a user wishes to raise should be directed to a Dummer Village Hall Committee member.
 11. This information sheet should be read in conjunction with the Dummer Village Hall Health and Safety Policy which can be found inside the red Fire Safety and Health and Safety Folder.

