

Kilham Hall

Safety Information for Hirers



Welcome

Kilham Hall is committed to providing a safe environment for all users. The Hall Committee and Parish Council regularly inspect and maintain the building, equipment, fire safety systems and grounds.

As the hirer, you are responsible for ensuring that your guests use the facilities safely and follow the guidance below.

Before Your Event

Please ensure that:

- You are familiar with the location of all fire exits.
- You know where the fire alarm call points and fire extinguishers are located.
- You consider whether any of your guests may require additional assistance in an emergency.
- You have read and understood this guidance before your booking takes place.

During Your Hire

Slips, Trips and Falls

Please help keep everyone safe by:

- Keeping walkways and exits clear at all times.
- Cleaning up any spillages immediately.
- Reporting any hazards or damage to the caretaker or Hall Committee.
- Taking care when entering or leaving the building, particularly in poor weather.

Moving Tables and Chairs

- A trolley is provided for moving chairs.
- Large tables should always be moved by two people.
- Do not stack chairs or tables in an unsafe manner.
- If you are unsure how equipment should be stored, please ask for guidance.

Electrical Equipment

All electrical equipment owned by the Hall is regularly inspected and maintained.

If you bring your own equipment:

- Ensure it is in good condition, and **PAT** tested - Portable Appliance Testing
- Check cables for damage before use.
- Do not overload sockets or extension leads.
- Use all equipment at your own risk.

Kitchen Safety

When using the kitchen:

- Take care around hot surfaces, including the hob, oven and hot water urn.
- Use oven gloves when handling hot items.
- Avoid overfilling kettles and water urns.
- Clear up spillages promptly.
- Supervise children at all times.

Fire Safety

In the event of a fire or emergency:

1. Raise the alarm immediately.
2. Evacuate the building using the nearest exit.
3. Do not stop to collect belongings.
4. Call 999 if necessary.
5. Do not re-enter the building until it is safe to do so.

Please ensure that:

- Fire exits remain clear at all times.
- Fire doors are not wedged open.
- Any naked flames or special equipment are declared in advance.

Hazardous Substances

If you intend to bring any chemicals, fuels, cleaning products or other hazardous substances into the hall, you must inform the Hall Committee in advance and ensure they are used and disposed of safely.

Working at Height

If you need to use the hall stepladder:

- Follow the safety guidance displayed next to the ladder.
- Ensure the ladder is stable before use.
- Do not overreach.
- Ask another person to assist where possible.

Security

Kilham Hall is a small community venue and relies on users remaining vigilant.

Please:

- Report any suspicious behaviour or concerns.
- Ensure doors and windows are secured when leaving.
- Take reasonable care of personal belongings.

After Your Event

Please:

- Leave the hall clean and tidy.
- Return tables, chairs and equipment to their designated locations.
- Remove all rubbish generated during your hire unless otherwise agreed.
- Report any accidents, damage or maintenance issues.

Emergency Contact - If there is an urgent issue during your hire, please contact: Jo Rushby 07856221470

For emergencies requiring police, fire or ambulance assistance, call 999.