

Horton Village Hall

User Group Introduction to Hall

GROUP / USER NAME

GENERAL

FIRE SAFETY

SUBJECT	INSTRUCTED
INSTRUCTIONS RE ALARM PANEL	
SITUATION OF ALARM POINTS	
FIRE EXITS AND OPENING OF DOORS	
SITING AND USE OF FIRE EXTINGUISHERS	
SITE OF FIRE ASSEMBLY POINT	
SECURITY ALARM SYSTEM	
INFORM – NO LANDLINE AT VILLAGE HALL	
HIRER SHOULD BRING MOBILE TELEPHONE	
VILLAGE HALL CONTACT NUMBERS	

HALL

SUBJECT	INSTRUCTED
USE OF TROLLEY TO MOVE CHAIRS	
SAFE MOVEMENT OF TABLES	
AIR CONDITIONING SYSTEM / CONTROL	
HEARING LOOP SWITCH	

STORE

SUBJECT	INSTRUCTED
HEARING LOOP SYSTEM	
SAFETY ISSUES RE TABLES AND CHAIRS	
ADVISED THAT CHILDREN ARE NOT ALLOWED IN STORE AREA	
LOCATION OF CLEANING EQUIPMENT	
TABLECLOTHS / CROCKERY / CUTLERY REQUIRED	

KITCHEN

SUBJECT	INSTRUCTED
INSTRUCTIONS RE LOCATION AND USE OF FIREBLANKET	
INSTRUCTIONS RE DISHWASHER	

INSTRUCTIONS RE HOT CUPBOARD / BAIN MARIE	
INSTRUCTIONS RE WATER BOILER FOR DRINKS HAZARD WARNING	
INSTRUCTIONS RE WATER HEATER	
INSTRUCTIONS RE FLY KILLER	
INSTRUCTIONS RE COOKER	
NO CHILDREN ALLOWED IN KITCHEN	
TEA TOWELS	

MEETING ROOM

SUBJECT	INSTRUCTED
AIR CONDITIONING SYSTEM / CONTROL	
HEARING LOOP SYSTEM	

OTHER INFORMATION

SUBJECT	INSTRUCTED
DISABLED TOILET	
LADIES TOILET	
GENTS TOILET	
FIRST AID BOX AND ACCIDENT FORMS AND REPORTING	

Signatures

HVH Representative
Date

Group / User Representative
Date