



PRIORY HALL

HEALTH & SAFETY: NOTES FOR USERS – SEE BELOW FOR HALL LAYOUT

We want you to enjoy your use of the Hall, and that includes making sure that there's no threat to your health and safety while you're using it. We cannot carry out individual risk assessments for each user, so we ask you to carry out your own assessment of possible risks, under the following headings:

General: No smoking in the Hall at any time.

Entrance hall:

Keep clear access.

Lock up when the Hall is no longer in use.

Check that the central heating thermostat is reset to 10 when you leave the Hall.

Large hall and small hall:

Do not stack chairs more than six chairs high.

Check that fire exit doors are clear; if they've been opened, ensure that they're shut.

If children are using the Hall, make sure that the electric cupboard (F) and adjoining fire extinguisher are blocked off.

The floor surface is uneven, so be careful when using ladders.

Kitchen:

Please remove all leftover food and /or drink, and check that no foodstuffs are left in cooker or fridge.

Store:

If you borrow brooms etc., please put them back where they came from, and keep the store tidy so that other users have access to it.

Corridor:

Keep corridor free for access.

Ensure that the fire exit door opposite the kitchen can be opened from the inside.

Rubbish:

Should be placed in the rubbish bins in the Hall, or in the large refuse bins outside. Please take away anything that won't fit in the bins.

Recycling:

Unfortunately, we do not have a recycling bin, so please take home bottles, cans, paper and other recyclable items if possible.

Power Cut:

In the event of a power failure, there is a torch on the top shelf of the tall cupboard in the small hall. Use it to check in the small cupboard next to it (F) whether the trip switch has been activated – e.g. by water near an electric kettle, or a faulty fuse. If the switch has been tripped, it can be simply switched back on.

Accidents:

There is a first aid kit in the kitchen, next to the gas boiler. Please record details of any accident in the Accident Book kept next to it.

Fire:

Please familiarise yourself with the display on fire safety in the entrance hall. Note assembly point. In case of emergency, please note that the postcode of the Hall is TF13 6HS

Electrical appliances:

N.B. Our equipment is subject to regular Portable Appliance Testing (PAT). Hirers of the Hall are responsible for the safety of any electrical devices that they may bring into the Hall.

David Turner – Chairman of Priory Hall Management Committee - can be reached on 01952 728802.

Robert Toft – Lettings Secretary of Priory Hall Management Committee - can be reached on 07803 593377.

Floor plan

Outline Plan of
THE PRIORY HALL
MUCH WENLOCK

- A Cleaning store
- B Hot water heater
- C Microwave
- D Cooker, cooker switch
- E Gas boiler
- F Electric meters, trip switch
- G Electric heaters
- H Water stopcock
- I Fire exits
- J Light switches
- K Gas meter

