

LYMPSTONE VILLAGE HALL,
School Hill, Lympstone, Exmouth, Devon, EX8 5JY

VILLAGE HALL EVENTS - HEALTH AND SAFETY ADVICE for Organisers

The health and safety of you, your guests and helpers is of the utmost importance to us and we need you to be fully aware before your event takes place. Please read the following helpful hints, carefully, thank you:

FIRE

Please follow the statutory instructions posted on the wall in each room, points to help you:

1. Each room has call points to activate the automatic fire alarm system.
2. Each room has at least one fire extinguisher (Don't use water on electrical or fat fires).
3. There are smoke detectors which will automatically sound the fire alarm if smoke detected.
4. If the fire alarm sounds it will automatically call hall management staff to attend.
5. There is a landline phone for emergency calls by the toilets.
6. Emergency staff call out numbers are displayed in each room.
7. If there is an obvious fire call 999.
8. The fire evacuation assembly point is on the grass by Horse Chestnut tree at entrance to the car park.

Please ensure that:

9. You and your guests know how to safely exit the building.
10. The fire exit signs and porch lights are switched on during after dark events.
11. You evacuate to the assembly point in the event of an alarm.
12. All your guests and helpers are accounted for at the assembly point.
13. You make yourself known to the fire brigade on their arrival.

FIRST AID (minor)

1. There are first aid kits in the Main Hall (white cabinet), Kitchen and Committee Room.
2. Break yellow tab to access the kit.
3. Record all accidents on the sheets supplied in Main Hall cabinet and post in hall letter box.

FIRST AID (serious)

1. Call 999 ask for ambulance service, give address, and follow the operators instructions.
2. Defibrillator is located on the outside wall around the corner from the main hall.
3. Do not use the defibrillator unless instructed to do so by the operator.
4. The hall address is:

Lympstone Village Hall
School Hill
Lympstone
Exmouth
Devon
EX8 5JY

01395 225345 (emergency calls only)