



Wenhaston Village Hall

Charity Number: CN 1001694

Custodian Trustees: Parish Council

Managing Trustees: Management Committee

Emergency Procedures

These notes are for guidance in the event of an emergency. They indicate the actions to be taken, identify locations where equipment and facilities are located and outline responsibilities. They do not provide details of medical treatments.

Responsibilities

- It is the responsibility of the Village Hall Management Committee to ensure that the hall is suitably equipped for typical emergencies that could reasonably be expected to occur during normal circumstances. It is also the Hall Management Committee's responsibility to ensure all equipment is fully operational and complete.
- It is the responsibility of the person or group hiring the hall to nominate a responsible person to take charge, should an emergency arise. The person actually reserving the hall is the default actionee.
- It is the responsibility of the person hiring the facilities to ensure they are used correctly so as not to cause injury to a person or property.

General Notes

1. The hall does not have a telephone installed and there is no public telephone box near the hall.
2. There is a defibrillator installed outside the main hall entrance.
3. The hall is provided with a First Aid kit which is located in the kitchen
4. The hall is equipped with fire fighting equipment: a fire blanket and CO₂ extinguisher in the kitchen, two extinguishers in the main hall, one water and one foam, one foam extinguisher in the entrance lobby, one CO₂ extinguisher in the small Committee room up the stairs beyond the toilets, one foam and one CO₂ in the side room by the stage and one water extinguisher in the loft. One foam and one CO₂ extinguisher are installed in the new boiler house. A plan of exits and equipment is by the fire panel in the lobby, in the kitchen and on the Management Notice board.
5. The hall is equipped with Emergency lights. If power fails they come on automatically giving sufficient light to locate exits.

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6. ALL INCIDENTS MUST BE RECORDED IN THE ACCIDENT BOOK in the kitchen or to the responsible person who will complete a Riddor form – procedure at end of section.

Type of emergency	Actions to be taken	Comments/warnings
Minor cuts and abrasions	Use First Aid kit to treat wound	First Aid box is in the kitchen
Serious injury	Use First Aid kit to treat wounds or injury. Make patient comfortable. Call Emergency Services either using a mobile or the Post Office telephone if it is open.	Do not move the patient unless it is essential.
Kitchen burn or scalding	Use First Aid kit to treat wound. Make patient comfortable. Call Emergency Services either using a mobile or the Post Office telephone if it is open.	
Fire	Activate the fire alarm at a fire alarm call point which are near to the fire exits. Vacate the building calmly and safely by the nearest exit. Call Emergency Services either using a mobile or the Post Office telephone if it is open. Use fire-fighting equipment to put out fire if the responsible person considers it is appropriate.	Only attempt to deal with the fire if it is safe to do so. Ensure the correct type of extinguisher is used for the type of fire. Do not wait to take personal belongings. Do not re-enter the building.

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<p>Electrical shock</p>	<p>Turn off power at the mains socket or fuse box DB01 located in the Tardis room at the top of the stairs beyond the toilets.</p> <p>After power has been switched off call emergency services either using a mobile phone or the Post Office telephone if it is open.</p> <p>Make victim comfortable.</p>	<p>Do not touch victim directly until power has been switched off</p>
<p>Injury involving structural damage to the hall</p>	<p>Vacate the building.</p> <p>Take First Aid kit and treat any injuries as indicated above.</p> <p>Call Emergency Services either using a mobile or the Post Office telephone if it is open.</p>	<p>Do not re-enter the building.</p>
<p>Medical emergency</p>	<p>Make patient comfortable.</p> <p>Call Emergency Services either using a mobile or the Post Office telephone if it is open.</p>	<p>Only take action if circumstances are certain e.g. give sugar to diabetic if sugar test indicates low level.</p>