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**THE NEW HALL, BAWTRY**

**Checklist for hirers.**

This is to serve as a reminder only. Please check you have read the terms and conditions and know the location of the accident book and the health and safety file.

**Fire safety and evacuation**. Please make yourself familiar with the evacuation procedure displayed in the entrance hall. All the exits are clearly marked.

**Accidents.**

* The nearest A & E departments are at DONCASTER ROYAL INFIRMARY. 01302 366666 or BASSETLAW DISTRICT GENERAL HOSPITAL 01909 500990
* The nearest doctors surgery is the Mayflower Medical Practice, Bawtry Health Centre, Station Road 01302 710326 or Bawtry & Blyth Medical Centre, Station Road, 01302 710210.
* Defibrillators are available at The Crown Hotel, Bawtry Library, Mayflower School and Sainsbury’s
* The first aid kit and accident report book are in the bar area.
* Record accidents In the Accident Report Book and report any incidents to us.

**To minimize risks please:**

* Make sure all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
* Do not obstruct fire equipment and let us know if an extinguisher is discharged for any reason.
* Check for slipping and tripping hazards.
* Check capacity of the hall is not exceeded and appoint fire stewards to control numbers and to manage flow. (Seating should be arranged using a central aisle of minimum 1.2 metres of a maximum of 5 seats each side or 8 if these are linked together i.e. folding chairs).
* Do not bring onto the property any portable electrical appliances which have not been properly tested.
* Do not leave electrical appliances operating while unattended.
* Cleaning materials and protective gloves are available under the sink.
* Cleaning equipment. Please observe our colour coding scheme to help prevent cross contamination: Green: Food preparation areas. Red: Toilet areas. Blue: Main hall and other general areas.
* Do not attempt to carry or empty the urn when it contains hot water but allow it to cool. Please empty and dry it after use.
* Do not allow children in the kitchen unless under close supervision and avoid over- crowding.
* Please do not use any items stored in cupboards without permission.

**Electrical equipment**. Please note that although we may provide electrical equipment please ensure you are familiar with its use. If using any available audio/visual equipment you may need to provide your own computer connections. Only use electrical equipment if you have had some instruction or really know what you are doing.

**Carpets**. If you spill anything on the carpets please clean immediately using only cold water, mopping up any excess moisture.

**Parking**. Please use the car park unless it is needed for your function and avoid parking on the green spaces in front of the hall.

**END OF SESSION CHECK LIST.**

* Check that the kitchen cooker and hot food holder are turned off.
* Check that all electrical appliances are turned off and unplugged, including any audio/visual equipment.
* Turn out all lights not required for security purposes.
* Check that taps are turned off.
* Close all internal doors.
* Secure all outside doors and windows.
* Please take home any rubbish, or items for recycling.
* Flush all toilets before leaving.
* Please leave the hall clean and tidy
* Please do not block any radiators.
* Replace any items used from store cupboard tidily, as found and leave access clear

Notify the Caretaker or Clerk to the Council if you find any damage or faults to equipment or the buildings facilities or if supplies need replacing.

Bawtry Town Council.

May 2019