



Hirer Health & Safety Guidance

Your Responsibilities

- Ensure your activity and participants are safe.
- **Inspect the area before your activity:** floors, surfaces, stairs, lighting, and any equipment.
- **Check that facilities are suitable for your activity** (e.g. dance, sports, exercise). Take action if needed, such as cleaning, drying, or clearing hazards.
- If the area cannot be made safe, the activity **must not take place**.
- Follow all hire contract terms and conditions.
- Supervise children, young people, and vulnerable adults appropriately.

First Aid

- First aid box located in every room.
- Record all accidents and near misses in the Accident Book, located in Foyer.
- For higher-risk activities, provide a qualified first aider if required.

Fire Safety

- Fire exits clearly marked — keep them clear.
- Assembly points: Hall carpark by perimeter noticeboard.
- Familiarise yourself and participants with the fire evacuation plan.
- Do not start activities if fire safety concerns exist.

Premises & Equipment

- Ensure any equipment you bring is safe and used correctly.
- Check the facilities are appropriate for your specific activity.
- Report hazards, unsafe conditions, or damage to the secretary or caretaker immediately.

Wi-Fi Use

- Wi-Fi is provided for responsible use only.
- Cobham Village Hall **does not hold a TV licence** — streaming services like BBC iPlayer cannot be used.
- Do not access illegal, offensive, or inappropriate content.

Training & Guidance

- Trustees occasionally offer guidance/training sessions for instance on
 - Defibrillator use
 - Fire safety
 - First aid awareness
- Hirers are encouraged to attend relevant sessions.

Reporting Concerns

- Report accidents, hazards, or safeguarding concerns to the Hall secretary info@cobhamvillagehall.com
- Serious incidents must be escalated to a member of staff or Trustee immediately.

Remember: Safety is everyone's responsibility. **Check your space before each activity, take action if necessary, and report any concerns.**