

Check List for Hirer's

Name.....Date.....

<p>Demonstrate The fire procedure. Unlock/lock kitchen door. Alarms points. Fire extinguishers/blanket. Fire doors. Assembly point-Monument. How to call for help. <u>FIRE DOORS MUST NOT BE PROPT OPEN</u></p>	
<p>Demonstrate The sound system. How to turn on/off. Which knobs people are allowed to use. Blue tooth and mobile device use</p>	
<p>Demonstrate Lighting including main lights, wall lights, spot lights, disco lights</p>	
<p>Demonstrate Use of kitchen and equipment to be used</p>	
<p>Demonstrate Tables and chairs and returning safely</p>	
<p>Demonstrate Waste disposal, collecting up all waste including toilet, hall and kitchen waste and to TAKE IT HOME!</p>	
<p>Demonstrate Cleaning equipment. Explain need to sweep the hall, leave everything as it is found. Broom cupboard and cleaning items in the kitchen.</p>	
<p>Demonstrate RIDDOR- First Aid box and Accident book. Details to call 999.</p>	
<p>Demonstrate Hirer's File with contact details of the committee members AND use of equipment documents AND Risk Assessments.</p>	
<p>Demonstrate Action to take with keys door where appropriate</p>	
<p>Demonstrate Safety to the building by closing all doors and windows after use ready for the committee to lock all areas</p>	

Hirer signature

BVH Representative signature