

MEDSTEAD VILLAGE HALL

PROCEDURES IN CASE OF ACCIDENTS

The First Aid Box is located in the Village Hall Kitchen
A defibrillator is adjacent to porch on outside wall with instructions for use.

The location of and telephone no. for the nearest hospital Accident and Emergency /casualty dept is:
Basingstoke and North Hampshire NHS Foundation Trust, Aldermaston Road, Basingstoke, Hampshire
RG24 9NA 01256 473202

The location and telephone no. for the nearest doctor's surgery is:
Chawton Park Surgery, Chawton Park Road, Alton -01420 542542 [Out-of-hours call 020 8390 9991]

Any accident must be reported to the member of the management committee responsible, who is: Alistair Williamson 01420 561507 email: Chairman@medsteadvillagehall.co.uk

The accident book is to be completed whenever an accident occurs this is kept with the First Aid Box.
All details to be found therein.

PROCEDURES IN CASE OF FIRE

The Hirer is deemed the "Responsible Person" and is designated the person in charge of the Hall/Room during the hire period.

It is advisable to take a note of the name of everyone attending your event so that a Roll Call can be completed following any forced evacuation of the premises.

1. In the event of a fire, the Responsible Person will instruct all the persons (including those occupying other rooms and toilets) to leave the building using the nearest available Emergency Exits and to muster together as soon as possible on the Village Green. A Roll Call should then be taken.
2. No matter how small the fire!!!! **CALL THE FIRE BRIGADE - DIAL 999** and give the address:
Medstead Village Hall, Roe Downs Road, Medstead, Hampshire GU34 5LG.
3. The responsible Person should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc under any circumstances.
4. On arrival of the Fire Brigade, the Responsible Person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing and their last known position.
5. Attempts to extinguish the outbreak of fire using the extinguishers should only be carried out if it is considered safe. If in any doubt get out of the building.
6. If you have a mobile phone and after you have carried out all of the above and circumstances allow it, then please call 01420 561507, or
7. All incidents no matter how small have to be reported to The Secretary in writing
secretary@medsteadvillagehall.co.uk

Management Committee Contacts:

Chairman: Mr Alistair Williamson 01420 561507

Secretary: Mrs Lorraine Potter 01420

Bookings Manager: 01420 563774