

# Health and Safety Document for hirers of the Omokoroa Settlers Hall Society Incorporated

## Please be aware of the following points during your hire

- Wet floors to be wiped immediately and yellow warning sign displayed (this is located in the cupboard of the main foyer or in cleaners cupboard)
- Observe the Boiling water warning signs
- Chairs to be stacked in 4's and moved by the trolley provided
- Trestles to be carried, erected and dismantled by adequate person power
- Stage modules warning notice displayed on the noticeboard to be read – two people to lift using the holders. Adequate support and tie downs for transporting.
- Sterilizer - please read the instructions for use
- Fire Exits to be observed
- Fire Extinguishers and Fire hose positions to be observed
- First Aid Box position to be observed
- Ice (or frozen peas) for injury in the freezer of main kitchen
- Hall equipment to be used with all care and attention
- Hall equipment is to be stowed in the appropriate manner and left as found
- Traffic and pedestrian safety in the carpark to be observed – 5k or less
- Any electrical equipment for sound system or musical instruments must be used with awareness to cords
- Observe the “”Assembly Point”” signs at all exits and those outside in times of emergency.

Signed .....Date .....

Name .....

Name of Organisation .....