

Fillingham Village Hall Safety Briefing

Please provide a briefing for larger indoor events where there are people who are from other villages.

EVENT SAFETY BRIEFING

Before we formally start our event a few important safety & admin details:

- **Emergency Exits:** Clearly identify all emergency exits.
- **Fire Safety:** Inform attendees of the fire alarm sound, evacuation routes, and the designated assembly point (identify fire warden if applicable).
- **First Aid:** Identify the nearest first aid kit and identify designated first aiders.
- **Also, in the unlikely event we do have any near misses or accidents:** Please report these to “identify designated First Aider(s)”
- **Special needs (safeguarding):** For anyone who may have any special needs please touch base with “Identify designated safe guarder(s)”, who will look after you.
- **Allergens:** Please can anyone with any food related allergies make sure you make the kitchen staff aware of this.
- **Kitchen Hygiene:** To help us maintain our hygiene standards, please stay out of the kitchen.