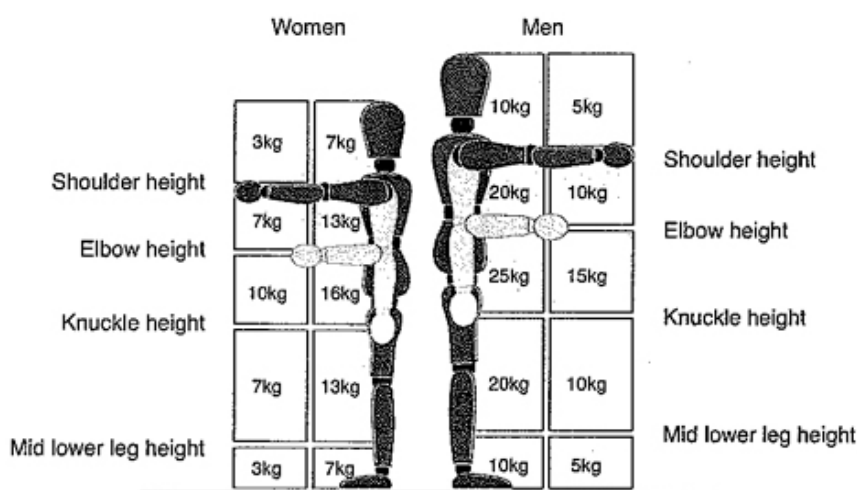


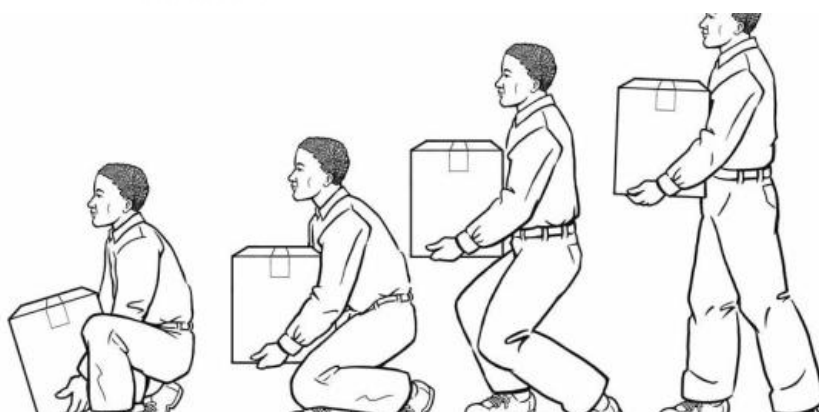
# LLANDINAM VILLAGE HALL GUIDANCE FOR VOLUNTEERS

When volunteers are working in the hall, whatever the occasion, they need to keep themselves and others safe. Please follow these few rules whenever you are working in the hall.

- **Make Sure You Know Where the First Aid Kit is** (in the kitchen)
- **Read the Evacuation Information** in whichever room you are in. This will inform you where the nearest fire extinguisher is and the evacuation routes
- **Follow correct procedures** for safe manual handling
  - Using the diagram below as a guide to safe lifting of weights
  - Use correct techniques when lifting
  - Make sure you do not work from a ladder alone, and always make sure the base is secure
  - Follow the instructions on the stage units regarding handling. Two people are required.
- **Do not use equipment** that has not been PAT Tested (Portable Appliance Test)
- **Be aware of the dangers from trailing cables** when using power tools.
- **Where appropriate carry out a risk assessment** before beginning the work and plan how to carry the work out.



**Figure 1- LIFTING WEIGHTS**



**Figure 2 – LIFTING TECHNIQUE**