

ST IPPOLYTS PARISH HALL

Charity number 1072025

To all users of St Ippolyts Parish Hall

Important Information re: Health and Safety

The welfare of users of St Ippolyts Parish Hall is an important issue. Therefore we ask that any members and guests using the Hall familiarise themselves with the following important points.

- Children in the kitchen – children should not be allowed into the kitchen area unless they are very closely supervised.
- Dogs and other animals are not allowed in the kitchen at **ANY** time.
- **All hirers and event organisers must make all members and guests aware of the fire evacuation procedure, a copy of which is on the wall in the lobby area** opposite the main door. Key points to note are:
 - **Where are the fire exits?**
North door – former front door (Care must be taken as this leads directly onto narrow road to car park).
Main Entrance Door from front lobby (Conservatory entrance).
Doors either side of stage.
Doors from Committee Room to front lobby.
 - **Fire Meeting point** is at the rear of the large car park adjacent to the Hall.
 - **Call 999**
- Fire Exits must not be blocked at any time.
- Emergency numbers – The following people may be contacted in case of emergency.
 - **Carl Watson- 07368 429175**
 - Frank Harding – 01462 459124 weekdays only
 - Phil Byford - 01462 436213 Mobile 07802 606018
- **Key points for regular users**
- No items can be stored except in designated places e.g. lockers. Loose items, etc. pose a fire risk and will be disposed of by the Hall Trustees or Staff.
- There is a Wooden Beam in the under stage area at head height – care must be taken when using this area

Please can we remind you that it is your responsibility to ensure the safety of your members and guests. Please make sure **AT EVERY MEETING** that everyone knows where the fire exits are and what to do in case of emergency. We also respectfully ask that you read the details contained in the hiring agreement carefully.

We thank you in advance for your co-operation on this matter.

The Trustees of St Ippolyts Parish Hall