

SAFETY PROCEDURES

LONG BUCKBY COMMUNITY CENTRE - Charity No. 271609

- 1 Exit doors must not be obstructed in any way by furniture or equipment.
- 2 If the hall is used for seating large numbers, or for stalls etc., CLEAR GANGWAYS must be provided to all exits.
- 3 The person in charge should be familiar with the location and correct use of the Fire Fighting equipment provided.
- 4 Fire fighting equipment must not be obstructed.
- 5 No portable heating appliance may be used when open to the public without prior approval of the Booking Secretary: hirers remain responsible for the safe operation of any such equipment used. Portable liquefied propane gas (LPG) heating appliances shall not be used.
- 6 Arrangements for cooking in the main kitchen of the Community Centre must be supervised by a responsible person who will ensure that adequate safety standards are observed.
- 7 If any damage is caused or any hazards observed, these should be reported immediately to the booking Secretary by telephone to the Centre. Any other complaints or observations should be put in writing to the Secretary of the Community Centre Committee.
- 8 Please remember to switch off all lights when vacating the premises.
- 9 The Hirer must report all accidents involving injury to the public to the Secretary as soon as possible and complete the relevant section in the Centre's accident book located hanging in the main kitchen. Any failure of equipment belonging to the Centre or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. This can be obtained on request and assistance in completing it will be given if needed. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- 10 The Hirer shall ensure that highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations of a combustible nature shall be erected without consent of the Trustees. No decorations are to be put up near light fittings or heaters.
- 11 The Hirer shall ensure that care shall be taken to avoid excessive consumption of alcohol. Alcohol should not be served to any person suspected of being drunk or suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No drugs may be brought onto the premises.

The Long Buckby Community Centre Management Committee aims to provide a facility that will benefit everyone. You are asked to play your part by keeping to these simple rules for safety.

Thank you for your co-operation.

The Trustees