

## HEALTH AND SAFETY GUIDELINES

### CATHERINE BECKETT COMMUNITY CENTRE

#### PRIOR TO THE START OF YOUR FUNCTION:

- ❖ All fire doors will be unlocked.
- ❖ All padlocked gates will be unlocked.
- ❖ Familiarise yourself with the location and use of the fire extinguishers and fire alarm points

#### THEY ARE THERE FOR YOUR SAFETY

- ❖ Familiarise yourself with the location of the fire alarm points.
- ❖ Familiarise yourself of the **FIRE EXIT** routes and read and understand the **FIRE NOTICE** to enable a rapid and safe evacuation of the building in the unlikely event of a fire.

#### DURING YOUR FUNCTION:

- ❖ **DO NOT ALLOW** tampering with the fire extinguishers or their removal from their storage area unless needed to extinguish a fire; otherwise

#### YOU WILL BE BILLED FOR THEIR REPAIR OR REPLACEMENT

- ❖ **DO NOT ALLOW** the use of bottled gas burners in the Centre at any time during your function.
- ❖ **ONLY** prepare food in the Centre's kitchen; food may be consumed in other parts of the building.
- ❖ **DO NOT ALLOW** the use of hot pans etc. in areas other than the kitchen. Hot pans **MUST NOT** be placed on any floor in the building.
- ❖ **DO NOT ALLOW** the blocking of any fire exit with tables, chairs or any other object **AT ANY TIME** that could impede the rapid evacuation of the building in the event of a fire or other emergency.

#### DO NOT ALLOW PARKING ON EAST VIEW

#### THIS WILL BLOCK EMERGENCY ACCESS TO THE RESIDENTIAL AREA