

Safety Policy v2.1

Long Buckby Community Centre - Charity No. 271609

SAFETY PROCEDURES POLICY

The Long Buckby Community Centre Trustees aim to provide meeting and function rooms that will benefit everyone. Hirers and their group members are asked to play their part by keeping to these simple rules for everyone's safety.

Thank you for your co-operation.

- 1 Exit doors, which are clearly indicated must not be obstructed in any way at all times
- 2 If the main and upper halls are used for seating large numbers, or for vendors stalls, CLEAR GANGWAYS of at least 1m must be provided to all marked exits.
- 3 The person nominated by the hirer should be familiar with the Fire Safety Procedures and 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 without prior approval of the Trustees. With permission, hirers remain responsible for the safe operation of any such equipment. Portable liquefied propane gas (LPG) heating appliances will not be allowed.
- 6 Food and drink preparation in any kitchen area of the Community Centre must be supervised by a responsible person who must ensure that adequate safety standards are observed.
- 7 If any damage is caused or any hazards observed, these should be reported immediately to the Trustees by e-mail to support@longbuckbycc.org.uk.
- 8 The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children
- 9 The Hirer acknowledges that they have read the Emergency Procedures notices in the Centre and noted the following;- the action to be taken in the event of fire, which includes calling the Fire Brigade and evacuating the building, the location and use of fire equipment, escape routes and the need to keep them clear
- 10 In advance of an entertainment or play the Hirer shall check that all fire exits are unlocked, escape routes are free of obstruction and can be safely used. Fire doors are not wedged open and that there are no obvious fire hazards on the premises.
- 11 The Hirer must report all accidents involving injury to the public to the Trustees as soon as possible and complete the relevant section in the Centre's accident books located either

hanging in the main kitchen or in the small kitchen adjacent to the upper hall.

- 12 Any failure of equipment belonging to the Centre or brought in by the Hirer must also be reported as soon as possible.
- 13 Certain types of accident or injury such must be reported on a special form to the local authority. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The form can be obtained on request and assistance in completing it will be given if needed.
- 14 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.
- 15 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 must be asked to leave the premises by the hirer. No drugs may be brought onto the premises.
- 16 Smoking or vaping on or around the premises including the outside garden areas or stables courtyard is **strictly prohibited**. Smoking or vaping is only allowed outside the front of the building in the car park area, see our centre smoking & vaping policy for further details

Complaints or observations should be sent by e-mail to the Trustees at
support@longbuckbycc.org.uk

Please remember to switch off all lights when vacating the premise