

HEALTH, FIRE & SAFETY GUIDANCE

Name of Hirer:

Date of Hiring:

I acknowledge that I have been advised of the location of Fire Exits, Fire Extinguishers, Fire Break Glass Call Points, Evacuation Procedures and First Aid Boxes. Having been given a copy of the Health, Fire and Safety Guidance Notes for Users of The Woodlands Centre, I agree to make the necessary arrangements to conform with them.

Signed:

(Name in block letters)

Date:

Rustington Parish Council

**Health, Fire & Safety Guidance Notes
For Users of the Woodlands Centre**

1. The Hirer will have been advised, at the time of booking, of the location of Fire Exits, Fire Extinguishers, Fire Break Glass Call Points, Evacuation Procedures, and First Aid Boxes (see attached location plan). The Centre has a Fire Alarm System which should be activated in the event of a fire, or a suspicion of a fire. Particular attention must be given to the Centre's Evacuation Procedures, a copy of which is attached.
2. Hirers must ensure that persons attending their functions are made aware of the facilities and procedures described in Note 1 above.
3. The Hirer must nominate a responsible person, not being a person under 21 years of age, to be in charge and present in the premises at all times when the public are on the premises. The person in charge shall not be engaged in any duties which prevent them from exercising general supervision.
4. Hirers should also appoint persons responsible for conducting any emergency evacuation. It is suggested that individual persons should be requested to be responsible for manning the various Fire Exits should an emergency arise. They should familiarise themselves with Fire Instructions and Evacuation Procedures displayed around the Centre (copy also attached hereto) and be aware of these Health, Fire and Safety Guidance Notes and Fire Instructions and Evacuation Procedures.
5. The maximum number of persons permitted are as follows:-

| | <i>Village Memorial Hall</i> | <i>John de Bohun Room</i> |
|---------------------------------|------------------------------|---------------------------|
| (a) For closely seated audience | 210 | 106 |
| (b) For dancing | 210 | 106 |
| (c) Seating at tables | 106 | 53 |
6. No obstructions must be placed in gangways or exits.
7. No doorway may be locked when premises hired are in use.

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8. Basic First Aid kits, to assist with the treatment of minor injuries, are stored in the Kitchen of the Village Memorial Hall, on the stage adjacent to the Kitchen in the Village Memorial Hall, in the John de Bohun Room, in the Kitchen adjacent to the John de Bohun Room, in the Roger Montgomeri Room and in the Roger Barwick Room.
9. The Emergency Services can be called from the telephone located in the hallway adjacent to the rear entrance off the Recreation Ground.
10. Care should be taken to ensure that the electric cookers in the Village Memorial Hall Kitchen and the Kitchen adjacent to the John de Bohun Room are switched off after use, and the water heater set to Standby on the display.
11. Hirers are reminded that the Kitchen adjacent to the John de Bohun Room is provided for the serving of light snacks, tea, coffee, etc, only. Hirers wishing to provide more substantial refreshments must book the Village Memorial Hall Kitchen and it is strongly recommended that Registered Caterers are used in this case.
12. Any defects in the operation of any of the Council's facilities must be reported to the Council.
13. In cases of emergency, telephone Tram Security on 07900 411 078.

ELECTRICAL SAFETY

14. No portable electrical equipment must be brought into the Centre unless it has been checked by a competent person and displays a confirmatory notice.

Clause 7 of the Standard Conditions of Hire states:

“The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order, checked by a competent person, and used in a safe manner. Safety Certificates for the equipment must be available for inspection when the equipment is in use.”

In view of the importance of this matter, please note that this condition will be rigorously enforced. Electrical apparatus of any kind brought into The Woodlands Centre must have a Safety Certificate, and the Parish Council's Personnel are authorised to request sight of this Certification before they will allow the apparatus to be used.

Rustington Parish Council

FIRE INSTRUCTIONS & EVACUATION PROCEDURES

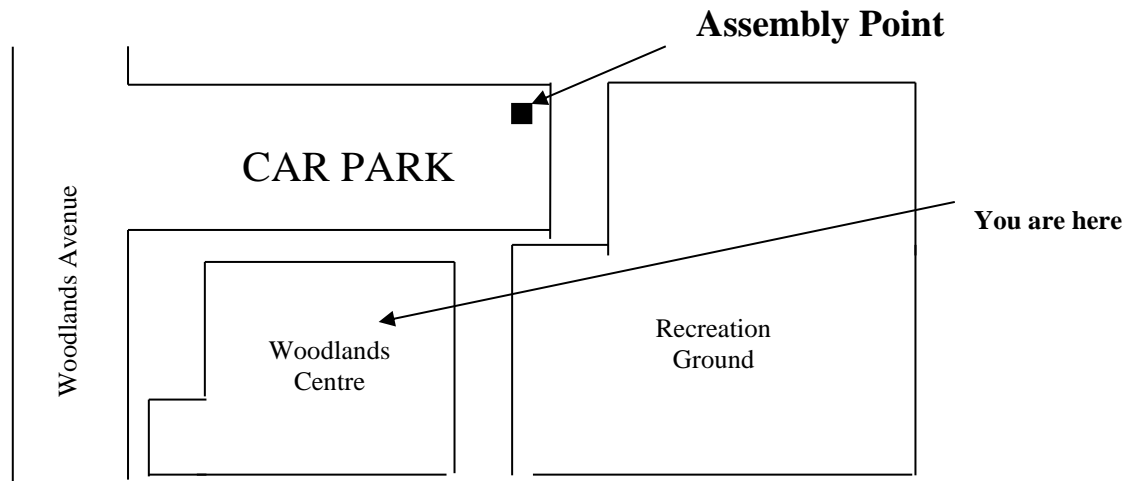
THE WOODLANDS CENTRE

If you discover a fire or have a suspicion of a fire:

1. Activate the Fire Alarm System from the nearest Break Glass Call Point (see location plan overleaf).

The Fire Alarm System will automatically call Qvis Monitoring Limited who will in turn call the Fire Brigade.

2. Evacuate the premises and assemble at the western end of the Car Park at the front of the Village Memorial Hall.



3. The individual named as the “**Nominated Responsible Person for the Hiring**” must ensure that all persons present at the Meeting/Function are accounted for.
4. The “**Nominated Responsible Person for the Hiring**” should then contact:

TRAM SECURITY on 07900 411 078

A telephone is situated in the hallway adjacent to the rear entrance off the Recreation Ground.

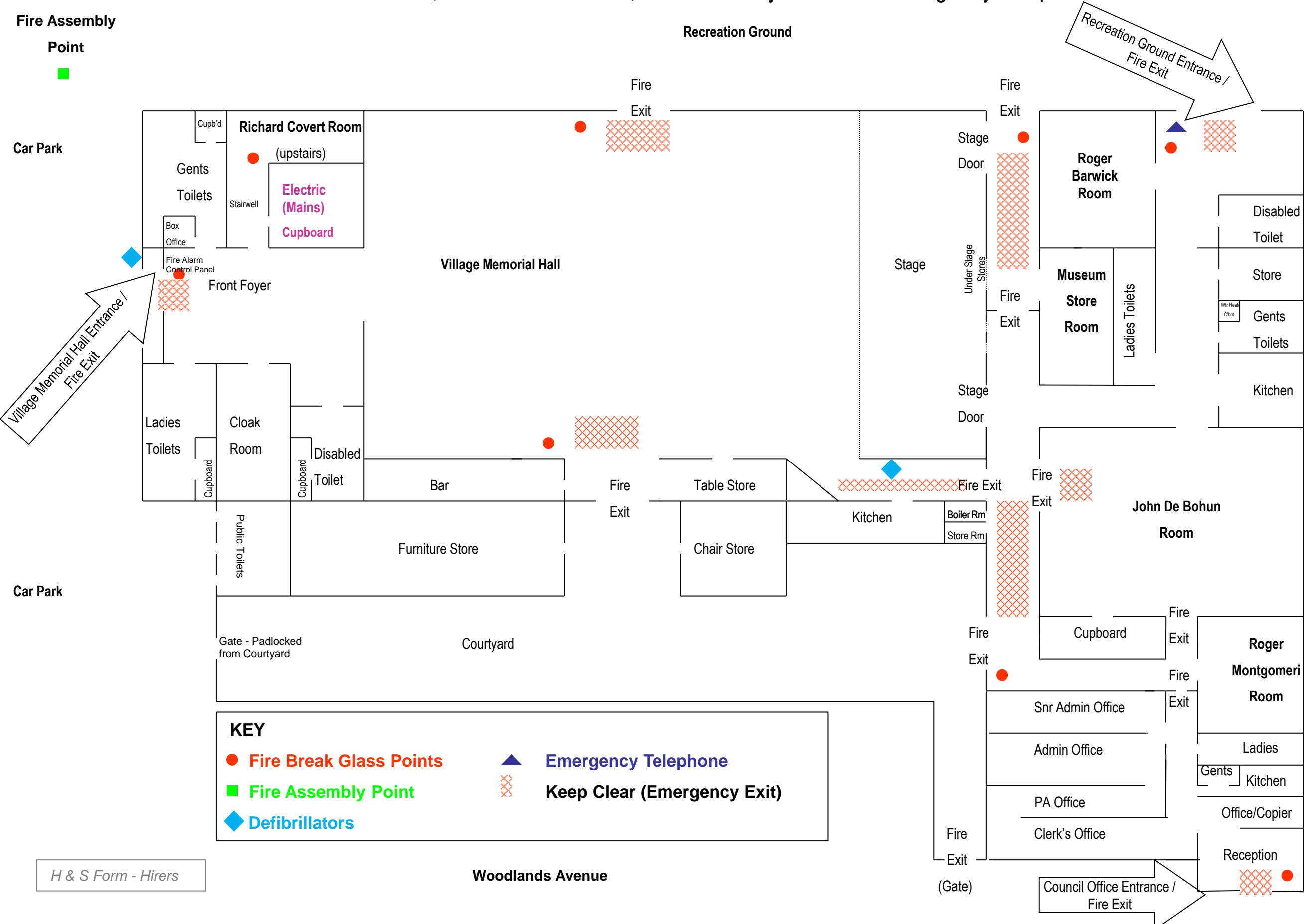
DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING

5. Upon the arrival of the Fire Brigade, the “**Nominated Responsible Person for the Hiring**” must report to the Officer in charge.

THE WOODLANDS CENTRE, WOODLANDS AVENUE, RUSTINGTON

Location of Fire Exits, Break Glass Points, Fire Assembly Point and Emergency Telephones



H & S Form - Hirers

Woodlands Avenue