



Access and Security

2023 version 1.1

Arriving

Text

While On Site

- Ensure you and attendees are aware of Fire Exits.
- Do not block Fire Exits with any tables, chairs or other items.
- In the event of a Fire the person in charge of the hall or function will instruct all persons to leave the building using the nearest available exit.
- Call the **FIRE BRIGADE 999** and give them the address Apperley Village Hall, Sawpit Lane Apperley GL19 4DP.
- Make sure people do not re-enter until permitted by the fire brigade.
- On arrival of the fire brigade the person in charge must report to the officer in charge to confirm that everyone is out of the building.
- Attendants should only attempt to extinguish an outbreak using the fire appliances

Leaving

- Empty the bins from the kitchen into the bins outside. Blue Recycling. Green General Waste. Small Food Bin.
- Please ensure all nappies are placed directly in the wheely bins outside.
- Check that all heaters and cookers are turned off.
- Check all electrical appliances are turned off.
- Close all doors including internal doors.
- Close all windows
- Set the thermostats to 10 degrees.
- Set the Fridge to setting 1.
- Search for any signs of fire.
- Turn all lights off. The outside lights are on a push button timer.
- Report any damage or problems to apperleyvillagehall@gmail.com
- Lock Front Door and post key in the box.

Contact us to apperleyvillagehall@gmail.com