

Additional Notes

Access to the Premises

A code will be sent via SMS to the smartphone identified by the hirer on the booking form once payment has been received. To use the code to access the Centre an app has to be downloaded to the hirer's smartphone – a link will be provided to the app in the SMS message along with instructions as to how to use it and the code.

When the green light flashes on the lock you have 10 seconds within which to open the door. Lift the aluminium handle upwards, turn the black knob anti-clockwise and then pull the aluminium handle downwards to open the door. This can be repeated if necessary.

The code will allow access to the centre 15 minutes before your paid booking starts and will cease to work 15 minutes after the end of the booking. Failure to leave the premises within this timeframe will result in the lock being inoperable and further charges will be made to the hirer.

Please note that the door does **not** lock automatically on leaving – **it is the hirer's responsibility to ensure the door is locked when leaving the premises**, by repeating the process outlined for opening but instead turning the black knob clockwise.

The hirer is responsible for ensuring the confidentiality of the key to prevent the risk of unauthorised use by a third party.

Public Safety Compliance

A diagram of the hall, identifying emergency exits, location of break glass points and the location of fire equipment is displayed in the kitchen. Accompanying the diagram is information on the following:

- The action to be taken in the event of a fire, including calling the fire service and the evacuation of the hall
- Escape routes and the need to keep them clear
- The method of operation of escape door fastenings
- The importance of any fire doors and of closing all fire doors at the time of a fire

Also detailed are the checks that should be made by the hirer prior to the booking taking place:

- That all fire exits are unlocked and panic bolts in good working order
- That all escape routes are free of obstruction and can be safely used
- That any fire doors are not wedged open
- That exit signs are illuminated
- That there is no obvious fire hazard on the premises

- There are no obvious dangers present in the building and the area of hire is safe to use for the chosen activity

Accidents and Dangerous Occurrences

A First Aid kit is located in the kitchen cupboard marked accordingly.

The hirer must report all accidents involving injury to the public to the centre manager as soon as possible and complete the relevant section in the Accident Book (located with the First Aid Box).

Any failure of equipment belonging to the Community Centre or brought in by the hirer must also be reported as soon as possible in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).