

Chobham Community Centre Health and Safety Information Sheet

Electrical appliances

1. Only appliances that have been PAT tested may be used on the premises. If a commercial enterprise forms part of your event (with discos, bubble machines, bouncy castles etc), please check that their equipment is tested and guaranteed to be safe.
2. When siting the appliance please ensure the following:
 - It is on a level, flat surface
 - The flex does not trail across the floor where people may walk – if this is unavoidable, mark the hazard clearly so that the risk of tripping or electrical injury is minimised.

Furniture

1. When moving/erecting tables:
 - Have one person at each end of the table
 - If lifting, bend the knees to take the strain and hold the table with bent elbows kept close to the body.
 - Never twist when carrying a weight.
2. When moving chairs:
 - Hold them by the seat with two hands.
 - Have your elbows bent and hold the weight close to your body.
 - Never carry more than one at a time.
 - Never twist when carrying a weight.
 - If you need to move more than one chair at a time, and the main hall is not in use by another hirer, use the trolley, which can be found in the store off the main hall. Always return the trolley to the store after use.
3. If stacking the chairs, put no more than 5 chairs in a stack in the upstairs meeting room or 8 high in the main hall store. If moving a stack of chairs the trolley MUST be used – if it is not available, move each chair singly.
4. Children may NOT go into the main hall storeroom or the main kitchen for any reason – it is potentially hazardous, having stacked furniture as well as being a refreshment/cooking area.
5. Nothing should be stored in the main hall store except chairs stacked no more than 8 high, folded tables and the table tennis table. All cleaning equipment must be replaced in the cleaners' store.

Fire

1. Fire notices are displayed in the lobby, the main hall and on the first floor beside the door from the staircase, and have been sent to the hirer. Please familiarise yourself with their contents.
2. Fire fighting equipment is in the lobby, between the fire doors in the main hall and, on the first floor, beside the door from the staircase. Only use it if you are in NO danger. It is safer to leave the building and call the emergency services by using 999.
3. Never use a fire appliance to hold open a door.
4. All internal doors are Fire Doors and must be kept closed, with the exception of the small meeting room on the first floor, which is held open by a magnetic switch and will close if the fire alarm is activated.
5. Any alarm you hear will be real – no practices are held without prior warning on the day.

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Wet Floors

1. Signage will be erected if there are cleaners working and floors are wet. Always take notice of these signs.
2. If you have a spillage on a hard surface, there is a mop in the tall cupboard store in the main kitchen on the first floor. If you leave the floor wet, please put up a sign, which is also kept in the store. Use only a damp (not wet) mop on the hard floors – NO detergent/other substances.
3. If you have a spillage on the carpet, please inform the person to whom you return the key so that they can arrange for cleaning.

Kitchen

1. NO children are allowed in the kitchen area for any reason.
2. Use no electrical appliances of your own in the kitchen unless
 - They have been PAT tested
 - They have short flexes that do not hang from the work surfaces
3. If you have a spillage on the floor, there is a mop in the tall cupboard, which can be found on the left inside the kitchen. If you leave the floor wet, please put up a sign, which is also kept in the cupboard. Please use only a damp mop on the hard floors – NO detergent/other substances.
4. If you have a spillage on a work surface or appliance, use a cloth from the cleaner's store to wipe clean – be aware that an appliance surface may be hot. Do not use abrasive cleaners on any surface in the Centre.

Bouncy Castles

Minimum headroom must be checked before one is used inside the building. Hirers are responsible for ensuring that ALL Health and Safety advice pertaining to use of such equipment is followed.

First Aid Kit

There is a First Aid kit in the main kitchen on the right-hand side worktop as you enter the room, also on the work surface in the store off the main hall. If you use the kit, please replace it to this position so that other hirers will be able to find it without delay. Report any Accidents in the **Accident Book** which can be found on the wall to the right hand side of the main door.

Lobbies and Landings

These areas are STERILE for fire escape and fire refuge purposes

These areas must be kept completely clear of any item at all times – including furniture, pushchairs, prams, wheelchairs, walking frames, boxes, rubbish bins etc.

Intruder Alarm

Collect the key from the keyholder at the time you have arranged with the Manager.

The building is protected by an intruder alarm, which you will need to disarm when you enter and re-arm when you leave the building. Its position on the left directly inside the front door is marked on the floor plan.

There are 2 keys to the front door; one operates the top **and the** bottom locks, the second opens the middle lock.

Once inside the building you must immediately open the key pad and key in 03848 ✓✓

The alarm will then stop sounding and the panel should read alarm disarmed.

When you leave, make sure every light in the building is turned off and everybody is outside. Go to the keypad and key in 3848 ✓✓

You will hear a sounder. The panel will read alarm arming. Go out, shut the door and lock the top and bottom locks. You have 1.5 minutes to do this. The sounder will stop and the building is secure. Post the key back through the letterbox. Tell them if you have had any problems.