

Morison Duncan Hall Management Committee

The following is drawn to the attention of all Hall users

FIRE SAFETY

A number of fire extinguishers are provided throughout the building in case of fire. A fire must only be tackled if the action does not endanger the person tackling the fire.

Fire exits are identified on the Hall layout plan. The assembly point is at the school gates.

contact FIRE Emergency 999 and advise hall committee member asap thereafter

FIRST AID

A First Aid box is located in the kitchen identified in the layout plan. Incidents, accidents or serious injuries must be notified to the Management Committee.

RISK ASSESSMENT

Group Leaders are responsible for identifying any risks to their groups and must address these risks according to safe working procedures.

CCTV

Please be aware CCTV cameras are placed around the hall and in constant use

HOUSEKEEPING

All Hall users have a responsibility to tidy and clean up after their session. Tables and chairs should be returned to their storage points. Floors must be swept. Please ensure that all kettles, cooker, oven, lights and other electrical equipment are switched off after use and plugs removed if applicable.

Damages of faulty equipment must be reported to the Management Committee.

Deposits will be retained at the committee's discretion

Thank you for using the Hall

We hope your event is a great success!