

Kingsbury Episcopi Community Centre
Health & Safety Guidance and Responsibilities of Hirers

Hirers are responsible for ensuring the following:

General H&S Requirements

Complying with all conditions of hire, as set out in the KCC Hire Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices

Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity

Fire Safety

Ensuring familiarity with:

- fire safety checks (e.g. keeping fire exits clear),
- the location of fire exits
- the location of fire extinguishers
- evacuation procedures – these can be found on the fire safety notices adjacent to fire alarm call points - the main fire evacuation muster point is located on the far side of the carpark – a green sign identifies the location

Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency

Ensuring that highly flammable substances are not brought into or used in any part of the premises

Ensuring that all cooking equipment is used safely and not in such way that it may generate a fire hazard

Seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters

Electrical Safety

Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

Hygiene & Cleanliness

Ensuring that checks are made during the course of the hire period to ensure that general housekeeping standards are being maintained to reduce the likelihood of slip, trip or other incidents occurring

First Aid

The First Aid Box is available in the main kitchen on the shelf above the sink

Accidents

Ensuring that all accidents are recorded in the Accident Book located in the kitchen above the sink.

The hirer is responsible for recording all cuts, bumps, falls etc. as well as more serious accidents and near misses.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought from the Emergency Services
- the name of the person who dealt with the incident.

Cleaning Equipment

Basic cleaning equipment to deal with spills can be found in the Comms cupboard to the left hand side of the stage Black bags are located in the kitchen drawer under the water boiler