

St Stephen's Church Hall

Risk Awareness

You have been given this document because you are about to use the hall at St Stephens. Please make sure that you and all other responsible members of your organisation are aware of the points listed below. St Stephen's Church Hall staff and the DCC at St Stephen's Church are not liable for accident or injury arising from negligence and lack of due care.

Lobby

1. If the front door is open children or any other occupants with special needs must be always supervised.
2. During winter, radiators will be hot. Children or any other occupants with special needs may need to be prevented from too easily reaching the hot surfaces.

Hall

3. The limit for members of the public in the hall is 100 without fixed seating and 80 if fixed seating is set out.
4. During winter, radiators will be hot. Children or any other occupants with special needs may need to be prevented from too easily reaching the hot surfaces.
5. There are to be no ball games allowed in the hall.
6. If the kitchen hatch doors are open, please make sure children are instructed not to touch them.
7. No children or any other occupants with special needs should be allowed to touch the tables stored on the trolleys in the hall.
8. Children should be supervised when using the stairs or the ramp.
9. All occupants should be aware that fire exits are to be always kept clear.

Kitchen

10. Urns for heating water are loose, to allow for filling and emptying.
Adults should be aware of the risk of extremely hot metal and especially the dangers of part filled urns being easier to move. Urns should never be taken to the sink for emptying until the water has cooled to a safe (non-scalding) level.
11. Steps should be used to gain safe access to high shelves.
12. Kitchen doors should always remain closed.
13. Children should not be allowed in the kitchen unless supervised.
14. During winter, radiators will be hot. Children or any other with special needs may need to be prevented from too easily reaching the hot surfaces.

Toilets and adjacent corridor

15. During winter, radiators will be hot. Children or any other occupants with special needs may need to be prevented from too easily reaching the hot surfaces.
16. All occupants should be aware that the fire exit should be always kept clear.

First Aid

All groups are responsible for giving first aid to their clientele when required.
The DCC of St Stephen's do not have staff who are able to administer first aid.

Action on Discovering Fire

1. Get everyone out of the building.
2. Use the fire extinguishers to facilitate the evacuation.
3. Dial 999 and call the Fire Brigade.

Emergency Plan

4. If a fire is discovered, it is the responsibility of the person leading the session to evacuate their activity and to alert others to the fire.

Location of Fire Exits

5. In the lobby area, the door used to enter the building
6. On the right-hand side of hall by piano
7. Through the door at the top of the stairs and to the right.

Assembly Point. The designated assembly point is by the fence adjacent to the Burial Ground.

The Fire Brigade should be called to:

St Stephens Church Hall
Spring Close
Barnet
Herts
EN5 2UR

When everybody's safety has been assured and the Fire Brigade has been called the manager should be contacted:-

Georgina Awan
Mobile No. 07725941410

By ticking the box on the Booking Form online you are accepting you have read and understand these documents and they form part of the terms of your booking.