

Notice to Leaders, Hirers & Other Users of St Andrew's Methodist Church

You are the responsible person who has a legal duty with regard to the Health and Safety of persons assisting or attending the event. Before any event you should carry out a RISK ASSESSMENT and ensure good practise is followed at all times to minimise risk.

BEFORE THE EVENT
You should consider and be aware of the following:

- How people will be warned if there is a fire.
- What staff/helpers should do if a fire is discovered.
- How the evacuation of the premises should be carried out, including children, elderly and disabled.
- Where people should assemble and procedure for checking the premises has been evacuated. You should have an emergency plan which everybody is aware of before the event starts.
- Position of exits, are they unlocked?

Remember - No alcohol can be brought onto or consumed on these premises.

AT START OF YOUR EVENT
You should inform all present of the emergency procedure, including how warnings are given, position of emergency exits and assembly points.

DURING YOUR EVENT
You need to be aware of and ensure that:

- Escape routes do not become blocked.
- No naked flames, unless authorised.
- Rooms do not become overcrowded.
- Noise levels are controlled.
- Number of persons on premises are limited.
- Good practise is followed at all times.

AT THE END OF EVENT PLEASE ENSURE:

- All materials/furniture are cleaned and stored correctly.
- All rubbish is removed.
- No equipment or materials is left on worktops or cupboards.
- Windows and doors secured and all equipment is tuned off.

I have read and accept the above.

Signature:..... Date:.....

Organisation:.....