

After the function

The responsible person must:

- Ensure the premises are reinstated with chairs and tables properly stowed away; floors and surfaces cleaned; refuse removed to bins; crockery (if used) washed, dried and put away; equipment, taps, heaters, cookers and lights are switched off; toilets are operating properly; exits are closed and locked.
- Ensure all attendees vacate the premises safely and quietly ;
- Ensure service providers leave the premises with all their own equipment.

FIRE NOTICE

In the event of fire the responsible person must instruct all persons to leave the building, using the nearest available exits, and muster at the Fire Assembly Point on the Recreation Ground.

1. CALL THE FIRE BRIGADE
2. DIAL 999 AND GIVE THIS ADDRESS:
"Community Centre, Acton Hill Road, Acton Trussell"
3. Attendants should ensure that once the Centre has been evacuated, the public do not re-enter the building to collect personal belongings, etc.
4. On the arrival of the Fire Brigade, the responsible person should report to the Fire Officer in charge that all persons are safe and inform him/her of the situation.

ATTENDANTS SHOULD ONLY ATTEMPT TO EXTINGUISH THE OUTBREAK USING THE APPLIANCES PROVIDED IF IT IS SAFE TO DO SO.

HIRER SAFETY INSTRUCTIONS

Thank you for hiring the Centre for your function. We feel sure you and your attendees will be delighted with your choice and enjoy a successful occasion.

As you know, the Centre is owned and operated by volunteer Trustees who will not be in attendance throughout your event. This means that, as the hirer, you have certain responsibilities for ensuring the safety and security of your patrons and the premises.

You may nominate an able-bodied adult aged 18 or over as the responsible person who must be in whole-time attendance, have access to a mobile 'phone and accountable for carrying out these instructions. These will assist you in complying with the Centre's licensing requirements, insurance cover, fire precautions and relevant legislation, such as the Terrorism (Protection of Premises) Act 2025.

Should you have any difficulty in meeting these obligations or require further advice, please contact the Trustees by telephoning 01785-596543 or email: welcome@actontrussellcommunitycentre.org

The Trust's operating policies and other helpful information can be found on the notice-board in the entrance foyer.

Prior to the function

The responsible person must:

- Conduct a risk assessment to identify and resolve potential threats;
- Familiarise themselves with the location and operation of exits, fire extinguishers, utility cut-off valves, fire safety and accident log books [A floorplan showing emergency equipment locations is displayed on the entrance foyer notice-board];
- Train/advise stewards, service providers and others as appropriate of your evacuation, invacuation, lockdown and safety communication arrangements **;
- Ensure all emergency exits are clear of obstruction and unlocked;
- Familiarise themselves with the Trust's Fire Safety Risk Assessment [especially in identifying fire hazards, people at risk and risk protection];

**** Evacuation:** the process of getting people safely out of the premises, **Invacuation:** the process of bringing people safely into, or to safe parts within, the premises to ensure that the entry of danger or an attacker is restricted or prevented.

Lockdown: The process of securing the premises to ensure that the entry of any attacker is restricted or prevented (eg. locking doors, closing shutters or using barriers).

Communication: the process to be used of alerting people on the premises to move away from any danger (eg. activating the fire alarm; an announcement over the PA system).

During the function

The responsible person must:

- Ensure all equipment is used safely and properly by competent personnel;
- Ensure exits are kept clear;
- Ensure any accidents, damage or incidents are properly reported in the appropriate log book, to the Trustees and, if necessary, to the emergency services;
- Ensure good order and behaviour is maintained;
- Ensure car parking is well managed and that access for emergency vehicles is maintained;
- Prevent unauthorised access to the premises;
- Be available to call, advise and assist the emergency services;
- Plan and take charge of evacuation, invacuation and lockdown procedures;
- Ensure that room capacities are not exceeded [Main Hall: Seated 117/Dancing 199/Seated at Tables 117. Meeting Room: Seated 38/Dancing 76/Seated at Tables 38]. Entire use of the premises 199.

INSURANCE

Non-profit organisations benefit from the Trust's Public Liability Insurance Policy (cover up to £2million) and may not need additional cover when hiring the Centre. However, for-profit users of the Centre and any commercial service providers are required to have their own insurance. Details on request.