



## **Health and Safety notes for Visitors and Hirers**

Welcome to St Peter's, to make sure your event is safe for visitors we have identified the following things you need to know regarding accidents, general security and fire. Please read this through and ensure you understand it.

### **Accidents and First Aid**

First Aid Boxes are located in the office, the kitchen and at foot of the gallery stairwell. There are accident books in the Office and the kitchen. All accidents and incidents must be reported.

Please follow the basic guidelines of food hygiene; washing hands and wearing gloves to handle food. Reheated foods must be cooked through to the centre and kept hot. Food should be protected from any source of contamination.

There is a gas cut-off device fitted to the oven in the Hall kitchen. Triggered by excess heat in the extraction flue above the hob, instructions for resetting it are on the adjacent wall.

To reduce the risk of accidents, children must be supervised at all times and particularly when in the kitchen.

Keep all areas in the Hall or Church free from trip hazards. Ensure that cables etc. are kept away from walking areas and that no liquids could spill onto electrical equipment.

### **Intruders and Security**

If the front door is left unlocked while the Hall is in use, intruders can enter and may not be detected if occupiers are in the main hall area. If you wish to lock the door while using the Hall, there is a bell-push outside for latecomers etc. The door can still be opened from inside without a key. The Hall has external CCTV.

Make sure that takings and personal belongings are kept within sight. Take special care if you are using a money box and do not leave it unattended.

### **Fire Safety**

Please ensure you are familiar with the following fire precautions. Take time to identify the exit routes and the location of fire extinguishers.

#### **Fire Procedure**

- In case of fire, raise the alarm by pressing one of the emergency call points. The Hall had three call points, one by each fire exit.
- telephone the emergency services giving the address as;  
**St Peter's Church, Southfield Road, W4 1BB**
- check building for occupants (there are evacuation plans on all notice boards)
- attack fire if practical using the appliances provided - but without taking any risks.
- assist with evacuating the building, ensuring that all doors are closed behind you.
- the fire assembly point is across Southfields Road at the entrance to  
**Southfields Recreation Ground**

***If the fire alarm is accidentally triggered it can be silenced as follows: press ALT button on the panel, and then the buttons marked 5, 1, 4, 1, in that order.***

### **Fire Exits**

There are 4 exit routes from the **Church** in case of fire. Ensure you are familiar with their location and check that they are unlocked before your event starts:

- via double doors onto Southfield Road (north side of church)
- via main doors onto St Alban's Avenue (west side of church)
- via glass door to passageway between church and hall
- via office into passage between church and hall

Exits from the **Hall** are:

- via main hall exit, east end of building
- from back door of hall, west end of building, into passage between church and hall and leading to white exit door back to hall entrance path.
- from fire exit doors on north side of hall leading to passage between church and hall.
- Note that the two glass double doors leading onto terrace are NOT fire exits.

There are six **Fire Extinguishers** in the **Church**:

- in porch of north exit to Southfield Road
- by glass doors connecting church and hall in south wall
- in stairwell leading to gallery, southwest corner of church
- in first floor organ loft
- in the office
- in hallway from office to WC

There are two **Fire Extinguishers** in the **Hall**:

- inside front door
- far end of main hall (west-side)
- In addition the **Kitchen** has a fire blanket.

### **Further Questions**

If you have any questions about these procedures, please speak to the Parish Administrator or one of the churchwardens.

A full copy of the parish Health and Safety Policy is available from Chris Bradley (H&S Officer) the churchwardens or the parish office.

(last updated 1/9/19 SG)