NSDC Housing Community Centre Safety Instructions

The Hirer or Responsible Person shall familiarise themselves and ensure all centre users are familiar with the following safety matters:

- Action to be taken in the event of a fire including calling the Fire Brigade on 999 and evacuating the Centre to a safe muster point.
- The location and use of fire alarm points.
- Emergency exits and the need to keep them clear.
- The operation of fire doors and the need to close all fire doors in the event of a fire.
- Report any obvious fire hazards on the premises or surrounds to NSDC Customer Services on 01636 650 000.
- Report any obvious building damage or repair requests to NSDC Customer Services on 01636 650 000.
- Maintain your own log of any accidents that take place during the Hire period.
- Maintain your own appropriate risk assessments for the activity undertaken during the Hire period.