



LIGHTHOUSE

Community Church

A member of
the Baptist Union

Health & Safety – Guidance for ext hirers – Jan/23 updated April/24

General

All users of our premises will be expected to take reasonable care of the health and safety of themselves and others, to follow instructions and guidance given by signs and notices, and co-operate with those implementing Health and Safety policy, especially if emergency procedures need to be implemented.

Hazards and defects

All users of our premises should report any Health and Safety concerns and accidents to a member of Lighthouse staff.

Risk Assessment

Although the premises have been risk-assessed, anyone organising events and activities is expected to be aware of any other risks associated with their particular activity.

First Aid

First aid kits are currently located outside the office, in the Atrium upstairs, and in the kitchen.

Emergency Evacuation

All external hirers will be issued with a copy of the emergency evacuation procedure, which should be studied carefully. In addition, users should familiarise themselves with the room-specific guidance near the entrance to each room. **In the event of an evacuation please ensure that everyone has left the building if a Lighthouse fire marshal is not present.**

Escape routes and fire extinguishers must be kept clear of obstacles at all times. In particular, readily combustible substances must not be stored in stairwells or in escape routes. Fire exits must never be blocked or locked.

Fire Doors

Internal doors are mostly Fire Doors, and should not be fixed open except with the “Dorgard” retainers fitted to some doors, which automatically release when the fire alarm sounds (and sometimes other continuous noises!). Wedges should only be used briefly and not left unattended.

Accident reporting

Accidents and injuries should be recorded in the accident book, which is kept in the kitchen. The completed form should be handed in at the office.

Electrical equipment

Electrical equipment should only be brought into the building with prior agreement, and only if it has been properly checked and is in good and safe working order. Please ensure that no cables or wires are left in such a position as to be likely to cause anyone to trip,

Other equipment

Anyone using tools or equipment should ensure they are in good and safe condition, and properly and safely stored when not in use. Any equipment found to be defective and/or potentially dangerous should not be used.

Smoking

Please do not smoke or vape anywhere inside or outside the building.

Security

If you have been issued with a key, please keep it safe and do not lend it to anyone.

Lift

If you are aware of anyone trapped in the lift, notify any member of staff or fire marshal. If none are available, then contact the caretaker using the number outside the office.

Evacuation Chair

This is located on the landing upstairs, and is only to be used in the event of an emergency evacuation for someone who is unable to use the stairs. It should normally only be used by a trained operator.