

**Information on Health & Safety arrangements for Long-Term Hirers
of the Jubilee Centre**

This document has been produced to provide clarity on the Health & Safety arrangements for those who hire the Jubilee Centre.

Jubilee Church takes its responsibilities seriously in maintaining a safe, clean and comfortable environment for all those who use the Jubilee Centre.

Responsibilities of Jubilee Church CIO

- Hot/cold water available for cleaning/drinking
- Cleaning of building undertaken regularly
- Lighting working in all areas
- Emergency lighting working in all areas
- Heating available in rooms which are hired during colder months
- Fire alarm fitted and regularly tested – by front door
- CO2 alarms fitted and regularly tested – in foyer, main hall and men’s toilet
- Provision of First Aid kit – in kitchen
- Emergency evacuation information at exits
- Public liability insurance
- Responsibilities of Hirer
- Carry out a risk assessment for your activity and keep under review
- Be aware of the location of all fire call points – by front door and downstairs back room
- Conduct fire drill for your activity annually and advise Jubilee Church (see Appendix 1)
- Log any accidents or near misses into your log
- Have First Aider present for the activity
- Be aware of the location of the closest defibrillator (Virgin Active – restricted hours, Bromley Croquet Club 24/7)
- Ensure all internal doors are closed on departure (if a fire should break out when the building is empty, doors will keep it contained for a limited period of time)
- If the fire alarm should go off unexpectedly, please ensure that everyone has exited the building and gathered at the muster point in the garage forecourt to the right of the Jubilee Centre. Call 999 to alert the fire brigade and then Jackie Mills on 07885 729639.
- Alert Jubilee Church by the contact details below if any non-urgent health and safety issues arise during your hire of the Jubilee Centre

I confirm that I have read and understood the responsibilities as listed above.

Signature:	
Printed Name:	
Organisation:	
Date:	

Appendix 1 – Fire Drills

Jubilee Church has recently conducted a Fire Risk Assessment by an external assessor and is required to confirm that all external hirers of the Jubilee Centre conduct regular fire drills.

Instructions for conducting a drill are as follows:

1. Identify a suitable date and time to conduct the drill (do not inform everyone in your group that this will happen as it is helpful to have some element of surprise).
2. Contact Jubilee Church via the contact details provided to ensure that the Health & Safety representative can be present. Please provide at least 2 weeks' notice.
3. The Jubilee Church Health & Safety representative will assist with the fire alarm and log the date and results of the drill.
4. On the appointed fire drill date, the activity leader should act as the main Fire Coordinator. The responsibilities of a Fire Coordinator are to:
 - a. Alert people that they need to evacuate via the closest Fire Exit (main front door through the car park, back main hall door and round the side of the building) to the muster point at the garage forecourt to the right of the building
 - b. Appoint two people from the group as Fire Wardens to help check the building (upstairs and/or downstairs depending on the areas being used and including the toilets) to ensure everyone has evacuated.
 - c. Stand at the front door so that the Fire Wardens can report to them that the building is clear before all exiting to the muster point.
 - d. Be aware of anyone who has not been able to exit for any reason and either provide assistance to help them to the muster point or ensure they are safe before exiting.
 - e. Once you are sure that everyone is at the muster point, advise the all clear and return to the building.

If you have any questions or concerns about any of this then please contact us as per the details below.

Thank you

Contact Details

Jubilee Church Health & Safety Representative: Jackie Mills, jackie.mills@jubileechurch.co.uk

Jubilee Church Administrator: Tamsin Ruffer, info@jubileechurch.co.uk