

THESE NOTES SHOULD BE KEPT AVAILABLE DURING THE HIRING

Dove (Littlehampton) Ltd

Health, Fire & Safety Guidance Notes For Users of Dove Lodge

- 1.** The Hirer will have been advised, at the time of booking, of the location of fire exits, fire extinguishers, Fire Break Glass Call Points, evacuation procedures, and First Aid Boxes (see attached location plan). The Centre has a Fire Alarm System which should be activated in the event of a fire, or a suspicion of a fire. Particular attention must be given to the Centre's evacuation procedures, a copy of which is attached.
- 2.** Hirers must ensure that persons attending their functions are made aware of the facilities and procedures described in Note 1 above.
- 3.** The Hirer must nominate a responsible person, not being a person under 21 years of age, to be in charge and present in the premises at all times when the public are on the premises. The person in charge shall not be engaged in any duties which prevent them from exercising general supervision.
- 4.** Hirers should also appoint persons responsible for conducting any emergency evacuation. It is suggested individual persons should be requested to be responsible for manning the various fire exits should an emergency arise. They should familiarise themselves with fire and evacuation procedures displayed around the Centre and be aware of these Health, Fire and Safety Notes and Fire Instructions.
- 5.** The maximum number of persons permitted in the Rooms are as follows:-

Amberley Room	Jubilee Room	Room 12	Room 7	Room 3
40	15	4	8	4
- 6.** No obstructions must be placed in gangways or exits.
- 7.** No doorway may be locked when premises hired are in use.
- 8.** Basic First Aid kit, to assist with the treatment of minor injuries, is stored:- Foyer near the Dove Office.

9. The Emergency Services can be called from the Dove Office (Opening times Mon-Fri 8.30 to 4.30) located in the in the front of the building.
10. Care should be taken to ensure that the cookers in the kitchen are switched off after use.
11. Hirers are reminded that the kitchen is provided for the serving of light snacks, tea, coffee, etc, only.
12. Hirers wishing to provide more substantial refreshments must book the kitchen and it is strongly recommended that Registered Caterers are used in this case.
13. Any defects in the operation of any of the facilities must be reported to the Dove Office.
14. In cases of emergency, telephone Mike Clayden - 07774606988.

ELECTRICAL SAFETY

15. No portable electrical equipment must be brought into the Centre unless it has been checked by a competent person and displays a confirmatory notice.

Clause 7 of the Standard Conditions of Hire states:

“ The Hirer shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, checked by a competent person, and used in a safe manner. Safety Certificates for the equipment must be available for inspection when the equipment is in use. ”

In view of the importance of this matter, please note that this condition will be rigorously enforced. Electrical apparatus of any kind brought into the Centre must have a Safety Certificate, and the staff are authorised to request sight of this certification before they will allow the apparatus to be used.