

## Guide to Health & Safety Bishop Sutton Hall

### FIRE EXITS

Make yourself aware of the Emergency Escape Doors around the Hall which are clearly marked by an illuminated 'EXIT' sign above each one. Please make sure that these routes are kept clear at all times to enable a quick and safe exit if required. The building has been fitted with Emergency lighting that will illuminate in a power failure to aid your escape. Fire Exit signs must be switched on at all times the Hall is in use.

### FIRE EXTINGUISHERS

Fire Extinguishers are provided in various locations around the hall. There are different types to suit the type of fire (Paper, Electrical, Chemical etc) Please take time to study the chart mounted in the lobby which indicates the different types. A Fire Blanket is mounted in the Kitchen if required.

### FIRST AID

A First Aid Kit is situated in the kitchen. If you should need to use any items from the Kit please fill out the form adjacent so that we can replace it for the next person! An Incident Book is also located here, so if you or someone else should have the misfortune of an accident we need to know about it. Please fill out the form and pass it on to the hall representative for safe keeping. If you report an accident it may help us to prevent it from happening again.

### PORTABLE APPLIANCES

All the portable appliances at the hall are regularly tested and inspected for your safety. Please ensure all appliances that you bring to use at the hall are also safe to use. A faulty appliance can cause electric shock or fires.

### KITCHEN

You don't need to be told the kitchen can be a dangerous place but please be wary of the Burco Boiler – if you should use it, take the time to read the instructions. We recommend children are kept out of the Kitchen whilst in use. A gas emergency isolation button is situated next to the door which will instantly cut the gas to the oven if an incident should occur. The hall committee make every effort to provide a hall which is clean, tidy and safe to use. Please help us to maintain this and advise of anything you think is unsafe or could be improved. A book is situated in the kitchen for you to record your comments

Many Thanks for taking the time to Read this.

Bishop Sutton Committee