

Health & Safety Policy

The Hirer is responsible for the Health and Safety of their clients throughout the duration of the Hire Period and will be expected to comply with all relevant legislation.

The Hirer is responsible for maintaining a register of all clients attending their class/workshop.

Information regarding emergency procedures, housekeeping and First Aid arrangements is available on site.

The First Aid box is on the Kitchen counter. The User must complete an Incident Form whenever any material from the box is used and must ensure the Incident Form is left in the First Aid box.

It is The User's responsibility to be aware of and make all visitors aware of the fire evacuation procedure; emergency exits and the location of fire extinguishers.

The User must ensure that access to all Emergency exits is always kept clear, and that Fire Doors are never fixed open during the Hire Period. If the fire alarm is activated, an official Secret Garden/Signing Rooms representative must be notified immediately by telephone (the numbers are on the Fire Alarm panel.) The Signing Rooms reserves the right to alter proposed room lay-outs in order to comply with fire regulations and to refuse admission to rooms if over-crowding is liable to occur.

The capacities of each room are given on hire and may not be exceeded for safety reasons.

The User will comply with the provisions of the Signing Rooms' Health and Safety Policy and will ensure that all those using the premises are aware of the appropriate safety procedures.

Smoking is not permitted anywhere on the premises. The User must not use naked flames, including candles and tea lights on the premises. The use of liquid gas equipment for cooking activities is not permitted. Flammable substances must not be brought onto, stored or used on any part of the premises.

Alcohol must not be brought onto or consumed on the premises unless by prior arrangement.

Illegal substances must not be brought onto, consumed or used on any part of the premises.

To be reviewed: 10th Dec 2020