

Social Spaces – Building Use Arrangements

Health and Safety Requirements:

No smoking or vaping on site.

Ensure you have read and understood the fire risk assessment for this building and you are aware of your nearest emergency exit point.

Upon hearing the fire alarm:

- Evacuate all people IMMEDIATELY within 3 minutes.
- Call 999.
- Anyone under 18 or with additional needs may need assistance evacuating. Ensure there is a plan in place for this.

Do not block the main door or any fire doors under any circumstances. Ensure that there are ample walkways from the back of the room that are unobstructed.

Do not interact with any of the manual handling equipment which may be on site without gaining prior permission from Persona Care and Support.

Any kitchen areas are restricted to use for making drinks/warming food only. This area MUST NOT be used for socialising or resting.

All handwashing facilities in the bathrooms are temperature controlled and will not scald.

Ensure that all windows are closed and all lights are switched off before leaving.

A First Aid Kit is on-site if required and you should familiarise yourself with its location.

Cleaning Requirements:

Once you have used the building please undertake the following to ensure you leave it and any equipment clean and in a good state of repair for the next people to use the building:

- Wipe counter tops, door handles, tables and chairs that have been used with the cleaning wipes provided
- Sweep floor with broom and dustpan provided
- Mop any spillages with mop and bucket provided
- Leave kitchen surfaces clean
- Wash, dry and put away any crockery or utensils utilised
- Check toilets are in a state where they could be used by someone else – if not please wipe/mop as appropriate using products provided
- Ensure that all waste is emptied from bins and into outside bins

Respect:

Please respect the local community by keeping noise to a minimum and parking considerately.

Please ensure that people attending your event leave the venue and local area tidy. If your event involves people being outdoors, please put in place arrangements to litter pick.

(cont. over)

Support with opening/closing the building:

If you are responsible for opening and closing the building and encounter any difficulties e.g. with setting the alarm or turning it off please check if there is a telephone number on the alarm panel of the building.

If there is, call the number for assistance. If there isn't a phone number, or if calling the number on the alarm panel does not resolve the issue, please contact Bury Emergency Control on 0161 253 6606.