

## **SAFETY INSTRUCTIONS FOR HIRERS AT THE AURIOL PAVILION**

**As the nominated hirer, please be aware that you are fully responsible for the wellbeing of occupants during your booking.**

### **FIRE AND EVACUATION**

Ensure you are aware of the fire and evacuation procedures for the building.

**Do not** enter or re-enter a building under alarm conditions.

**On discovering a fire: -**

#### **REPORT IT**

- Break glass of nearest alarm call point.
- Call **999** and request Fire service
- State location **Auriol Pavilion, Salisbury Road, Worcester Park, KT4 7AR** and nature of emergency as accurately as possible.

#### **TAKE ACTION**

- Do not put yourself in danger.
- If you can use the relevant fire extinguisher, and it is safe to do so, please use it. Do so only with a clear exit between you and the fire.

#### **EVACUATE**

- Leave via the nearest emergency exit.
- Proceed to the area in front of the children's playground

#### **FINALLY**

- Wait until the all clear is given or until you are officially advised to leave the assembly area
- **Please DO NOT OBSTRUCT or place any items in front of the Fire Exits**
- **Please DO NOT OBSTRUCT or place any items in front of heaters**
- **Fan heaters or any personal electrical items are not permitted on these premises**

## Extinguisher types and sizes

There are four main types of fire extinguisher each of these have their own unique markings and are only suitable for fighting certain fires, below is a chart displaying this information.

### Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	<b>Water</b>	✓ Yes	✗ No	✗ No	✗ No	✗ No
	<b>Foam</b>	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	<b>Dry Powder</b>	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	<b>Carbon Dioxide (CO2)</b>	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

**Please DO NOT OBSTRUCT or place anything in front of the Fire Extinguishers**

## Detection of Fire

Fire action signs are located next to each call point and include emergency contact details for the fire brigade. Any person discovering a fire should activate the alarm.

There is an audible fire alarm throughout the building, which is tested on a regular basis.

## Smoking

There is a **no smoking** policy in operation. No smoking is allowed in the building at any time. Those who wish to smoke can do so outside of the building. We request that there is no smoking around the entrance to the building.

## ALERTING THE POLICE

### Serious emergency

If a serious emergency occurs and it is necessary to call the police,

- Ring 999 and ask for the police service.
- The address is
- **Auriol Pavilion, Salisbury Road, Worcester Park, KT4 7ARDD**

You can also call the local police for less urgent matters to discuss a problem even if a visit from the police may not be necessary.

**The number to dial in a non-emergency is 101.**

### Intruders

If an intruder refuses to leave the premises when challenged, the hirer should consider contacting the police for assistance. If the intruder displays abusive, threatening or aggressive behaviour, causes damage to property or commits a physical assault, police assistance should be sought at once.

If there are any general issues with your booking or with a problem in the park please call the Ranger Service on 07803 831199

## BUILDING MAINTENANCE PROBLEMS

Epsom and Ewell Borough Council has contracted with Kier, who deal with all maintenance issues. For issues that make the building insecure or dangerous and require immediate attention you can:

- Contact Kier on **01372 732777**.
- The address is

- **Auriol Pavilion, Salisbury Road, Worcester Park, KT4 7ARDD**

## **FIRST AID**

The first aid box is located to the left on the door as you enter the he main hall in the pavilion. (see attached photo)

If an emergency occurs and it is necessary to call the ambulance service,

- Ring 999 and ask for the ambulance service.
- The address is **Auriol Pavilion, Salisbury Road, Worcester Park, KT4 7DD**

## **IF YOU SMELL GAS OR SUSPECT A LEAK**

Call the **National Gas Emergency Service immediately** on **0800 111 999** (Minicom or Textphone – 0800 371 787)

### **Advice**

- Don't turn electrical or light switches off or on
- Open doors and windows
- Wait outside for the emergency person to arrive

## **GENERAL ADVICE**

### **Moving and handling items**

There are some basic principles that everyone should observe prior to moving or handling item(s):

- ensure that the item is light enough to lift, is stable and unlikely to shift or move
- heavy or awkward items should be moved one item at a time and with assistance
- make sure the route is clear of obstructions
- make sure there is somewhere to put the item down wherever it is to be moved to
- stand as close to the item as possible, and spread your feet to shoulder width
- bend your knees and try and keep your back in a natural, upright posture
- grasp the item firmly as close to your body as you can
- use your legs to lift the item in a smooth motion as this offers more leverage and reduces the strain on your back
- carry the item close to the body with your elbows tucked into the body

- avoid twisting your body as much as possible by turning your feet to position yourself with the item.

## **GENERAL INSTRUCTIONS ON LEAVING AURIOL PAVILION**

Please leave the building, as you would expect to find it.

- **Please return all furniture where you found it**
- Close all windows and lock all doors.
- Ensure floor is clean and tidy
- Turn off all lights.
- Please ensure that your rubbish is removed and placed in the bins provided
- Check that all toilets are empty and lights and taps turned off.
- Check that the premises and all rooms (including any that you may not have used) are unoccupied before you leave the premises
- Lock the main door