

ST DAVID'S CHURCH – HIRING/LETTING - HEALTH & SAFETY

These clauses are in addition to those already contained on the booking form and will become part of the hire conditions / agreement.

St. David's has NO automatic or manual Fire alarm

At St. David's we take health and safety of our Congregation and visitors to our Church seriously. Please ensure that all our safety requirements are carried out when you hire the Church or Parish Room or both together.

The Hirer is responsible for the event and shall appoint a suitable competent person to ensure the under mentioned clauses and conditions including those contained within the booking form are implemented. Any person who will be helping the competent person must be suitable and competent to carry out such tasks required of them and to ensure safe evacuation of the building during the event. The evacuation procedures are attached.

At the time of booking you will be given a copy of the evacuation procedures used by St. David's Church

1) You will be given the name(s) of St. David's Church Representative(s) to whom you should direct all queries.

2) At least 14 Days prior to your event please give us full content details of your event for approval so that we can check it falls within our Insurance cover and any restrictions. The maximum number of people allowed to use the church is 350.

3) Just prior to commencement of your event please give out the following notices:

(i) There is an access toilet and toilet situated at back of church (suggest pointing hand in the general direction).

(ii) If refreshments are being served, point out location (Location to be agreed with Church representative).

(iii) Point out Exits to be used in an emergency and to follow steward's instructions (it is suggested they are identifiable by coloured sashes) **Please** make sure you look out for disabled persons and wheel chair users who shall exit via the West door where the ramp should be in place. Stewards are to be appointed by the hirer.

(v) A suitable person shall act as a go between when both assembly points are used to co-ordinate the roll call.

Note: - Events run / organised by St. David's Church which are open to the general public shall implement these clauses as though they are hirers themselves.

REV. No. 3 . Nov 2013-

