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### **Health and Safety Guidelines for Hirers**

#### **General**

- Access to the building must be via one of the main entrances
- During icy condition access to the building and external facilities must be by the assigned designated routes
- The hirer must know how many people are using the facility they have hired and if necessary take a register for evacuation purposes
- Please do not attempt to enter any area locked area – should balls etc. go over fencing please ask a member of staff for assistance

#### **Fire Procedure**

If you discover a fire:

- Operate the fire alarm
- Leave the building and go to the fire assembly point on the MUGA
- Dial 999 and report the fire

On hearing the fire alarm, or receiving instructions to evacuate:

- Leave the building at once by the nearest available exit
  - o Should you be hiring the pool please see the pool specific Emergency Action Plans for dealing with an evacuation.
- Close all doors as you leave, if it is safe to do so
- Assemble in the fire assembly point on the MUGA, or in the event of the MUGA being closed, please use the alternative assembly point to the side of the MUGA on the grass football pitch
- Hirer to check attendance registers for their group
- Do not disperse
- Do not re-enter the building unless instructed to do so by a member of staff or the emergency services
- Please ensure you always follow the direction of Fitness Centre employees – they are here to help and ensure your safety

#### **First Aid and Emergency action in case of accident or illness**

- First aid kits are located throughout the centre. The master kit is located at Reception
- First aid for all but minor injuries should always be followed by qualified medical treatment
- Please inform a member of staff should any of your group take ill or need first aid. Staff members will ensure emergency services are called and directed to the appropriate place as quickly as possible
- In an emergency please dial 999 while staying with the casualty and sending somebody to Reception to summon assistance
- A defibrillator is available on these premises
- Accident forms must be completed for all accidents and injuries. Forms are available at reception and a member of staff will help you complete one if necessary

#### **Parking**

- All cars are to be parked in a designated parking bay, unless instructed otherwise by staff
- Cars are parked at owners risk
- There is a strict max 5mph limit and one way system on Academy premises
- Cars should not be parked in front of access doors or in front of/over areas which clearly indicate no parking

#### **Smoking**

- Castle View Enterprise Academy is a no smoking area. There should be no smoking anywhere on site

#### **Please sign and return the slip below.**

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I have read and understand the information from Castle View Enterprise Academy for Hiring agencies and agree to abide by it.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of: (Hirer or company name)

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