



the GATEWAY

Venue Hirers
Health & Safety
Document



Use of *the GATEWAY*

All use of *the GATEWAY* premises and facilities is subject to the users accepting responsibility for returning the furniture and equipment to their original position, and for securing doors and windows. All users shall leave the premises and surrounds in a clean and tidy condition.

PARKING AND ACCESS TO OUR VENUE

Access to the GATEWAY is via Sankey Street. Parking outside the Centre is restricted to loading and unloading only. Sankey Street is a busy town centre environment and therefore many pedestrians use the pavements.

Car Parks & Public Transport

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from *the GATEWAY*. Where parking accommodation is available, this must be used, and in any case users of *the GATEWAY* should avoid undue noise on arrival and departure.

There are 5 disabled parking bays adjacent to the building on Winmarleigh Street. Non disabled drivers must use the municipal parking facilities.

Golden Square multi-storey car park (Leigh Street) is five minutes walk and open until 11pm.

Bus Services come into Warrington Central Bus Station, which is seven minutes walk. For full details of services contact Warrington Passenger Transport Information line : 01925 444250

Warrington Bank Quay Rail Station is 2 minutes walk. Warrington Central Station is seven minutes walk. For train times contact National Rail Enquiries on 08457 48 49 50

LOADING/UNLOADING from vehicles

1. Extreme care must be taken when loading/unloading equipment and goods.
2. Ensure the public walkway is clear of pedestrians before moving any equipment.
3. Always be aware of the environment during loading/unloading.
4. No equipment or goods can be left on the pavement.
5. Only capable and competent personnel may be involved in the loading/unloading of equipment/goods.
6. Before any loading/unloading takes place all areas where equipment is moved must be clear of any public.

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7. The storage of equipment etc must only be in areas specified by the Centre Manager . Caretaker, or Warrington Housing Association.

ACCESS TO THE VENUE

1. Access to the Venue is via the main doors in the Courtyard. If access is required through alternative doors the Caretaker / Receptionist must be advised. Access to the garage is by prior arrangement with the landlord Warrington Housing Association. 01925 246810
2. The placing of goods and equipment within the venue must not block any doorways or contravene any fire regulations.
3. On NO account can any exit route or exit door be blocked at any time.

SAFETY REQUIREMENTS

All conditions attached to the granting of *the GATEWAY* Public Entertainment Licences, stage play or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents. In particular,

1. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress.
2. The emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes.
3. Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.
4. The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be reported in the Accident Book, which will be kept on Reception.
5. Performances involving danger to the public shall not be given.
6. Highly flammable substances shall not be brought into, or used, in any part of the premises.
7. No internal decorations of a combustible nature shall be taken or erected without the consent of Warrington Housing Association.
8. No unauthorised heating appliances shall be used on the premises; permission must be sought from Warrington Housing Association.
9. A first aid box shall be readily available to all users of the premises. It will be located in Reception. Any accident or injury must be reported to Reception and entered in the Accident Book.

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10. All electrical equipment brought into *the GATEWAY* shall comply with the 'Electricity at Work Regulations, 1989'; all equipment must be PAT tested. Warrington Housing Association disclaims all responsibility for all claims and costs arising out of any such equipment that does not comply.

11. The use of ladders must be carried out by the approval of the Centre Manager / Caretaker.

12. Care must be taken to minimise the hazards of loose cables and must be secured wherever possible.

SUPERVISION

The hirer or person in charge of the activity shall not be under the age of 18 years and shall be on the premises for the entire period of hire, or duration of the activity. The person in charge shall not be engaged in any duties or under the influence of any substance which may prevent him/her from exercising general supervision.

When the premises or part of them are used for the purpose of public entertainment, there shall be a minimum of 2 persons, neither of whom should be less than 18 years of age, on duty.

All persons in charge or on duty will have been informed of the procedure for evacuation of the premises and will be familiar with the fire fighting equipment available.

INTOXICATING LIQUOR

No intoxicating liquors are permitted to be bought or sold in any part of the premises.

SMOKING

'*the GATEWAY*' is a non-smoking building. Smoking is forbidden in any area of the building and courtyard. Persons wishing to smoke must leave the complex.

BETTING, GAMING & LOTTERIES

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and for the persons or organisations responsible for functions held in *the GATEWAY* premises shall ensure that the requirements of the relevant legislation are strictly observed.

STAGE PLAYS

The Board and Centre Manager must be given at least 4 weeks notice of a stage play production. It is your organisations responsibility to obtain the necessary licences and permissions from the local council.

RECORDED MUSIC LICENCE

It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from Phonographic Performances Ltd (PPL) and, if so, obtains one.

LOSS OF PROPERTY

Warrington Housing Association and the GATEWAY Board cannot accept responsibility for damage to, or the loss or theft of, visitor's personal property and effects.

NUISANCE

- Litter shall not be dropped in or about *the GATEWAY* premises; it must be disposed of in the waste bins, this includes cigarette ends.
- Disposal bins for cigarettes will be provided outside the building on Springfield Street, Sankey Street and Winmarleigh Street.
- Except in the case of trained dogs for blind and deaf people, animals shall only be permitted on *the GATEWAY* premises in connection with organised activities.
- Hirers and organisers of events in *the GATEWAY* are responsible for ensuring that the noise levels of their function is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby property.

GENERAL CONDITIONS OF HIRE

Organisations or individuals,

- Must ensure that the General Rules governing the use of *the GATEWAY*, as supplied, are complied with.
- Should, on making the booking, inform the GATEWAY of requirements as to the provision of equipment, such as, projector, etc., and shall be responsible for any charges thereby incurred.
- Will, during the period of hire, be responsible for the supervision of the facility, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the facility whatever their capacity
- Shall be responsible for obtaining any licences necessary in connection with the booking. Approval must be sought from the Landlord and the GATEWAY Board before licences are applied for. Alcohol is not to be sold on the premises.
- Will be responsible for making arrangement to insure against any third party claims which may lie against an individual or organisation whilst using the GATEWAY.
- Must not use the facility for any unlawful activity, nor do anything or bring onto the premises anything which may endanger the premises, users, or any insurance policies relating thereto.
- Shall not conduct any religious services, party political meetings, immoral or illegal activities.

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- Shall indemnify the GATEWAY for the cost of repair of any damage done to any part of the property or contents during or as a result of the booking.
- Shall pay the cost of hire when invoiced by the GATEWAY. Organisations or individuals wishing to cancel a booking may be asked to pay the cost of hire if the GATEWAY is unable to secure a replacement booking. These charges shall be at the discretion of the Board.

GENERAL HEALTH & SAFETY POLICY STATEMENT

Warrington Housing Association and *the GATEWAY* will pay particular attention to the provision of:

- A healthy working environment,
- A safe place in which to work with safe means of access to and egress from it,
- Suitable and sufficient information, instruction, training and supervision to enable all staff, volunteers and visitors to comply with the Health and Safety Policy,
- Safe plant, equipment and systems of work,
- Arrangement for safe use, handling and storage of equipment, articles and materials,
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with the Health and Safety Policy,
- Appropriate arrangements to assess and control the risks associated with work activities undertaken by organisations within *the GATEWAY*,
- Appropriate procurement policies to ensure that only competent and ethical contractors and suppliers are engaged by *the GATEWAY*

To assist in the implementation of the Health and Safety policy, Warrington Housing Association and *the GATEWAY* management will consult appropriate external sources of information and expertise.

RISK ASSESSMENT AND MANAGEMENT

User must ensure that every activity to be undertaken has been subjected to assessment for health and safety prior to the activity starting. A written record of the assessment must be completed, identifying significant hazards and describing preventative measures required to avoid or eliminate, reduce or control the risks.

The control measures shall be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken. The records shall be kept as long as the relative statutory provision stipulates.

Assessment must be regularly reviewed, every year, or when any significant changes occur to the process or requirements of assessment.

It is the responsibility of *the GATEWAY* to monitor the implementation of the Health & Safety Policy, to assess whether the policy is being actively and effectively pursued and whether satisfactory outcomes are being achieved.

REPORTING OF ACCIDENTS / INCIDENTS

All visitors of *the GATEWAY* are required to report all accidents and near miss incidents. *The GATEWAY* Accident Book is kept on reception.

For serious accidents the emergency services should be called first.

For minor accidents call Reception who will notify one of the First Aid Officers in the building.

FIRE ALARM & EMERGENCY EVACUATION

The person in charge of the event must ensure that the room is cleared and they must report to the fire marshall at the fire evacuation point. The person in charge of the meeting must ensure that any disabled person in the room who cannot evacuate is escorted.

On arrival to the venue, you should make yourself familiar with your nearest exit and alternative escape route. This may not be the route you usually use for general access and egress. All escape routes are signed for this purpose.

Please note the fire alarm will be tested every Wednesday between 9.00am and 9.15am by being allowed to ring for 20 seconds. The test will be recorded in the test log.

DISCOVERY OF FIRE

- 1) Raise the alarm immediately
- 2) Do not attempt to tackle the fire

ACTION

If the alarm sounds (other than the pre notification test)

- 1) Leave the building immediately by the nearest available exit route
- 2) Do not hang around gathering personal belongings
- 3) Do not use the lift
- 4) Proceed to the assembly point which is on Queens Gardens, Palmyra Square
- 5) You will be given further instruction, as necessary, by the building fire marshal

A copy of the Gateway Fire Safety Policy and Emergency Evacuation Procedures is available on request.