

**Health & Safety, Fire and Accident Policy for single use Hall Hirers.**

* The PCC of Christ Church Purley has overall responsibility for health and safety and takes day to day responsibility for the implementation of this policy.
* It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate in keeping the premises safe and healthy.
* It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults. Christ Church follow the ‘A Safer Church’ policy.
* Should anyone using the Centre come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Bookings Administrator, as soon as possible so that the problem can be dealt with.
* Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Bookings Administrator informed as soon as possible.
* First Aid boxes are found under the sink in each room. The Foyer kitchenette has a first aid box with equipment specifically for burns. The accident forms are kept on in the first aid boxes. These must be completed whenever an accident occurs and returned to the Church Office.
* The location of the nearest hospital Accident and Emergency/Casualty dept is Purley Hospital, 856 Brighton Road, Purley CR8 2YL. 020 8401 3000.
* A plan of the hall is attached showing the location of emergency exits and fire doors. Fire extinguishers can be found in every room.
* A Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) is undertaken each year.