

The Delphi Club

Health & Safety Guidance



Please read

These notes are mandatory and form part of the terms and conditions

As hirer it is your responsibility to inform any third party acting on your behalf.

Disabled Lift

The lift is provided to allow access for disabled persons to the main function area.

- To prevent the possibility of persons falling into the lift shaft whilst the lift is not in use, the lift should be kept in the up position.
- To place the lift in the locked position push the **RED** emergency stop button.
- To release twist the button and allow the button to rise.
- Do **NOT** put chairs or anything near the lift which people can climb onto.

Children should not use the lift unattended

FULL INSTRUCTIONS ON HOW TO USE
THE LIFT WILL BE GIVEN

Fire

- In the event of fire – Hit the break glass alarm and exit the building

- Break glass alarms are placed near to all exits

On hearing the alarm (A 2 tone siren)

- All persons should evacuate the building quickly and calmly.
 - Do not run
 - Do not use the lift
 - Do not re-enter the building unless informed by the Duty Fire Officer.
- The evacuation point is to the front of the building

Accident

In the event of an accident or injury, first aid assistance should be offered.

- Dial 5298 to obtain first aid assistance. The emergency phone is next to the secretary's office
- Supply security with as much information as possible

If the condition requires **urgent** attention - Hit the break glass alarm

First Aid equipment is located

- Downstairs Bar