

Shakespeare Park Pavilion

Avon Road, Braunstone Town, Leicester, LE3 3AB

Dear Sir/Madam,

RE: EMERGENCY/HEALTH & SAFETY INFORMATION FOR PERSONS

IN CHARGE OF A FUNCTION AT

SHAKESPEARE PARK PAVILION

FIRE

In the unlikely event of the emergency alarm sounding while you are with us, we would ask that you comply with the evacuation procedures stated below.

Please could you remind members of your group of our evacuation procedures as follows: -

- **FIRE DOORS IN ROOMS MUST REMAIN CLEAR AT ALL TIMES AND NOT BLOCKED BY CHAIRS OR TABLES**
- **LEAVE THE PREMISES BY THE NEAREST EXIT.**
- **DO SO IN A COMPOSED MANNER – WALK, DO NOT RUN.**
- **DO NOT ATTEMPT TO RE-ENTER THE PREMISES, FOR ANY REASON, AFTER THE ALARM HAS SOUNDED.**

FIRST AID

A First Aid box is available in the kitchen.

DEFECT REPORTING

Defects noticed by visitors must be reported in writing and emailed to Shakespeare Park Sports Pavilion Management Association at gm.webster@hotmail.co.uk

SLIPS AND FALLS

To reduce the risk of accidents, organisers are asked to respond quickly to spillages etc. Mops, buckets, brooms, dustpans & brushes are available for hirers to use. Floors at the pavilion are not highly polished due to Health & Safety. **Under no** circumstances should 'powder' or other substance be added to the dance floors etc. to make them slippery.

ELECTRICAL EQUIPMENT

You are asked to provide proof of electrical testing before any of your equipment is connected to the power supply. No electrical fittings or appliances in the premises may be altered, removed, or interfered with in any way, or additional fittings or appliances installed without prior approval of the Shakespeare Park Sports Pavilion Management Association.

SERVING FOOD

Food safety should be discussed with external caterers. Caterers are not allowed access to the premises until the day of the event. Hirers are expected to clear away food from the rooms at the end of the function. Hirers are asked not to throw glass, crockery, or sharp objects in rubbish bags. Special bins are available in the kitchens to dispose of sharps.

BOUNCY CASTLES & INFLATABLES

Are not permitted in the pavilion or outside areas.

PROPERTY

Hirers and users of Shakespeare Park Sports Pavilion are reminded of item 9 of the Conditions of Hire which states that "Shakespeare Park Sports Pavilion Management Association will not under any circumstances accept responsibility or liability in respect of any damage to, or loss of any property, articles or other items of whatever nature which are placed or left upon the premises by the hirer or other persons attending the event/function".

INSURANCE

Shakespeare Park Sports Pavilion Management Association has public liability insurance. Hirers of the pavilion and organisers of public events should have their own public liability insurance. As a general rule, the Limit of Indemnity under such a policy should not be less than £2,000,000.