



### Health and Safety Information

**THE SITE MANAGER IS ON SITE TO ENSURE THAT HEALTH AND SAFETY PROCEDURES ARE FOLLOWED. PLEASE ENSURE THAT ANY ADVICE GIVEN IS FOLLOWED.**

- Please make a register of all members of the public who are attending your event so that in the case of a fire everyone can be accounted for;
- Make sure all members of the public attending know where the fire exits and the assembly points are;
- In the case of a fire evacuate the buildings checking toilets and make sure everyone is accounted for;
- Ring fire brigade immediately on 999 (**School Address: The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB**)
- If fire alarm sounds, please evacuate building even if you cannot see a fire;
- Do not return into buildings until advised to;
- Any one attending your event is your responsibility if any severe problems arise please contact police;
- If unwanted members of the public attend your event contact police. Please be aware of any strangers particularly if holding an event for children;
- If any medical problems arise, a first aid box is held by the Site Manager;
- If using hot equipment, please keep children away;
- Keep all sharp cutleries away from children;
- Any spillages please mop up immediately and inform guests to be careful;
- Any guests are your responsibility; please keep a particular eye on children and their safety;
- Please do not leave the main door open at any time.

### Other Information

The Site Manager will ensure the facilities are available for you to hire.

Any problems please contact him on the following number: **07985212499**

Please ensure you are prompt in cleaning and vacating the building.

After your event, please ensure that:

- All guests have vacated the premises safely and a quiet manner, mindful of local residents
- All tables/ chairs etc. are put away
- All rubbish is placed in bin bags ready for site manager to dispose of
- Any problems are reported to site manager to be dealt with
- All toilets are flushed to reduce smell in toilets