

**American International Church**  
(Latchcourt Ltd)

# **Important** **Health & Safety** **Notes For Hirers of Rooms**

Please read the enclosed carefully to ensure the safe use of the rooms and equipment.

1. **Risk Assessment:** The rooms are cleared and cleaned on a regular basis by our staff although there may be occasions

where furniture has been moved to suit a particular event and therefore we ask that Hirers are expected to carry out their own risk assessment with regards to the position of chairs and some movable equipment i.e.; tables, small cabinet.

2. **Means of Escape:** Explanations of your specific Exits are displayed in each room. Corridors, stairwells and emergency exits should be kept clear at all times. Furniture or equipment should be stored within the room hired. Hirers are NOT expected to compromise their own safety or that of other users of the building.
3. **Evacuating the Building:** Please ensure you are familiar with the fire notices and evacuation route displayed on the wall in each room. If the alarm sounds, the person responsible for the group must ensure that everybody attending their event leaves the building as quickly as possible and assemble at the front of the building on Tottenham Court Road. It is the responsibility of the Hirer to ensure that those in their care can be evacuated from the building and may need to ensure equipment and trained personnel are available.
4. **First Aid:** First Aid Supplies are available in and outside of the Kitchen in the basement, in the main Office and on the upper vestry. The American International Church endeavours to ensure that there is a First Aider on site at all times but hirers may need to consider appropriate first aid provision for their booking.
5. **Damage:** The Hirer is responsible for the cost of any repairs to Church Equipment and/or property damaged by any member of their group.
6. **Liability:** The Church and Latchcourt are unable to accept liability for damage to, or loss of, personal property of hirers.
7. **CCTV:** For the safety and security of all users and for crime prevention the building has CCTV protection. Images are recorded.