



Broomhall Centre

Broomspring Lane, Sheffield, S10 2FB

T/F : 0114 2719105 E:

broomhallcentre@broomhallcentre.f9.co.uk

www.broomhallcentre.org.uk

Safety Checklist

Fire exits - all the outside doors, the two at the front and the one at the back of the hall, are fire exits. Signs are on the walls by all the doors giving information about how to exit the building. Please see that everyone at your event is familiar with them.

If there should be a fire, the gathering place for everyone in the building, is outside in the back yard, using the door at the back of the hall.

There are Fire Extinguishers located throughout the centre.

Accidents - all Users are responsible for having the use of a mobile phone. For serious accidents an ambulance should be called. The affected person should not be moved.

First Aid boxes are located in the following places. Please familiarise yourselves with these locations:

1. In the Meeting Room in the right hand corner by the windows.
2. In the kitchen in a wall cupboard to the right of the sink.
3. In the Crèche on top of the cupboard in the far right hand corner.

Control Panels – do not under any circumstances open the control panels or alter any settings on the heating equipment or hot water in the centre, or in the kitchen.

Fuse Box – located to the right hand side in the large right hand cupboard in the hall. When facing the front door.

Cooker Gas alarms – if you have followed the instructions there should not be a gas leak. In case of emergency there are two smash panels located near the two kitchen exits.

EMERGENCY NUMBERS:

Fire Alarms: Lorraine 2736420 Electricity: 0800 375675 Other: 2730101

DISCLAIMER:

The Broomhall Centre does not accept liability for any user who does not adhere to the safety instructions provided, or for loss or injury during an outside booked event.

Any damage to the centre, or the need for increased cleaning after use will mean the loss of all or part of your deposit.

There will be no refunds on the hire charge for any inconvenience to your event by other user groups of the Centre, but please report to the office so we can take any necessary action. It is a very busy place and we have to be flexible and accommodating which enables us to keep the hire charges very low.