

SPACE HIRE TERMS & CONDITIONS – Emergency Procedures

This document sets out the emergency procedures for The Place and details the responsibilities of the hirer (you) and The Place (we/us).

By confirming your booking request in writing, you acknowledge and confirm that you have read, understood and agree to comply with the emergency procedures contained within this document.

Failure to abide by these procedures puts you, your participants, our staff and other building users at risk. Noncompliance will result in some or all of the following; removal from the building, additional charges, cancellation of future bookings and/or termination of partnerships.

OUR TEAM

Reception staff and Duty Managers are responsible for the smooth and safe operations of our building, including first aid, invacuation and evacuation procedures.

The safety of all of our visitors will take priority over all activity in the building.

FIRST AID AND HEALTH AND SAFETY (H&S)

During our operational times, there will be at least one first aid trained staff member available. Please come to the reception if you require any assistance. If you treat someone yourself, and especially if you call the emergency services, please let us know.

Some of our staff are also mental health first aiders and The Place has a dedicated quiet space available.

We are required to report on all first aid provided on-site to identify trends in injury; this includes minor treatment such as plasters and ice packs. We are not able to provide medication of any kind including but not limited to pain-relief. However, we can direct you to the nearest pharmacy.

You are responsible for ensuring your event/session is run in line with current health & safety legislation and best practice guidelines. You are also responsible for carrying out your own risk assessment for your activity. This should be made available for The Place staff upon request.

Our staff may ask that you revise your activity if it endangers participants, other building users or our goes against H&S guidelines.



BUILDING SECURITY

The Place works with Security Industry Authority (SIA) trained security staff at weekends and as our premises licence dictates. Our reception staff are also trained to challenge anyone entering the premises; please ask your participants to check-in on entry each time they arrive.

If you encounter any suspicious activity or a suspicious package, please report it to our reception staff.

INVACUATION PROCEDURES

An invacuation is the opposite of an evacuation. We may be asked to do this by the emergency services, or our staff may decide to invacuate based on external risks.

An invacuation may take different forms, for example a partial invacuation may result in our staff directing you and your participants to an alternative exit or entry point.

In the event that we have a full invacuation, we will gather all building users in Studios 1 & 2 or our theatre space. We ask that you follow the instructions of our team, who will keep everyone up to date and may ask that you do not share information via social media at this time.

EVACUATION PROCEDURES

In the event that we require you to evacuate, you will hear our fire alarm or be requested to leave by a staff member.

The Place tests the alarm system on Wednesday morning at approximately 09:00. If you hear the alarm at any other time, please evacuate.

Below are our instructions for safe evacuation

It is important that you keep an updated list of participants in your group and inform them about the nearest exit and assembly point.

ACCESS EVACUATION

If you or any of your participants are unable to evacuate via the stairs or have any other access needs, please let our team know.

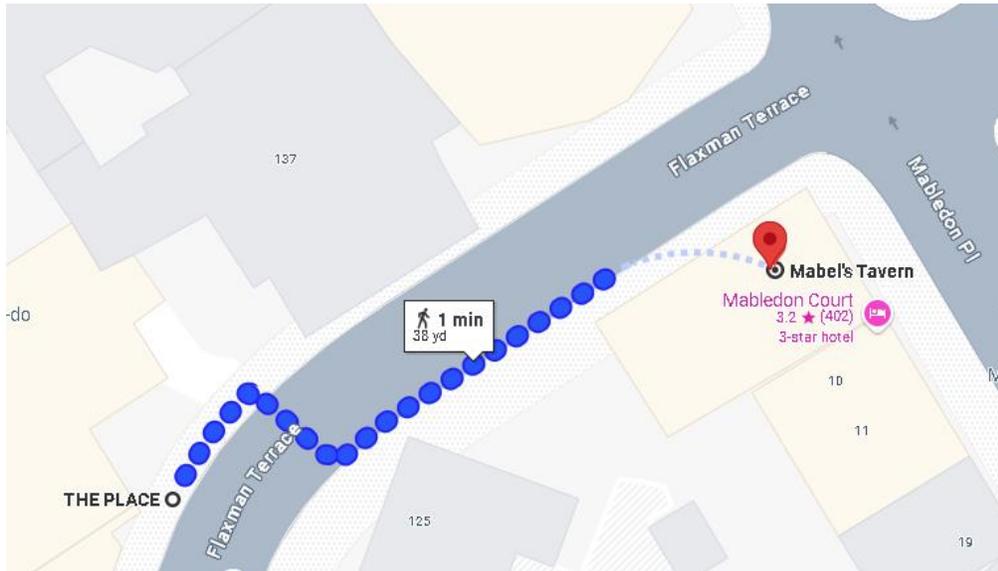
Our staff members are trained to use our evacuation chairs; however, you may be asked to remain in one of our refuge points for your own safety.

Our refuge points are Studios 1, 4, 6, and 10, Founders Studio, Lecture Rooms 1 & 2.

ASSEMBLY POINT

Our main assembly point is outside Mabel's Tavern on the corner of Flaxman Terrace and Mabledon Place.

Please use this when working in Studios 1-10, Flaxman Terrace Meeting Room, Lecture Rooms 2 and any of our changing or stretching facilities.



If the alarm sounds

- Evacuate your space, closing the door behind you
- Use the nearest escape route, marked by green emergency signage
- Proceed to the assembly point

YOUR EXITS ARE:

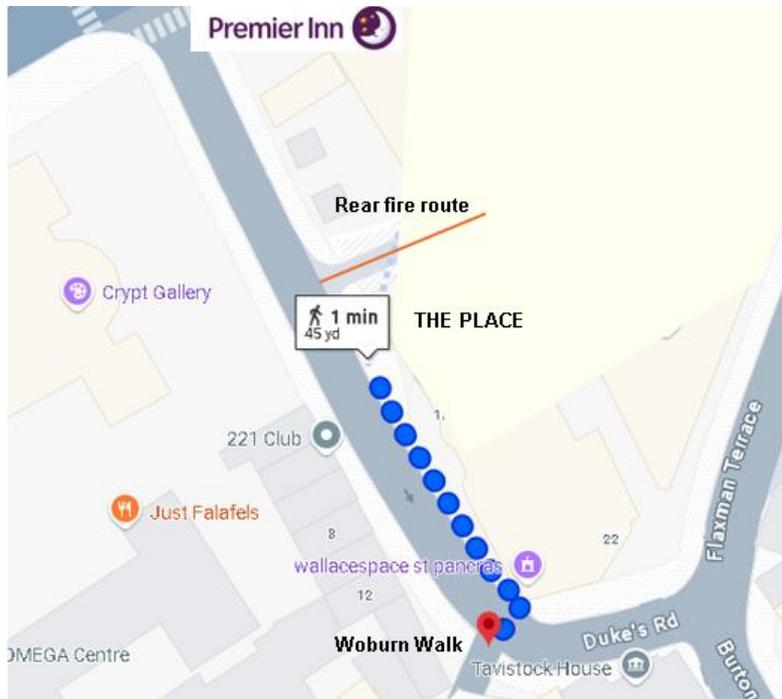
Flaxman Terrace side (for all studios except Founders studio, Lecture room 2 and Flaxman Terrace Meeting room):

Flaxman Terrace main Reception entrance

If it's not safe to use the main entrance, please proceed towards the rear fire exit to Premier Inn car park, then walk the perimeter of the building to the assembly point opposite Mabel's Tavern

ASSEMBLY POINT – DUKE'S ROAD

Our Dukes Road assembly point for activity in Theatre Bar, Founders studio, Lecture room 1 and Duke's Road Meeting room is at the corner of Woburn Walk and Duke's Road.



If the alarm sounds

- Evacuate your space, closing the door behind you
- Use the nearest escape route, marked by green emergency signage
- Proceed to the assembly point

YOUR EXITS ARE:

Duke's Road box office entrance or Founders Studio fire exit

You are permitted to use our box office entrance for evacuation purposes however, if it's not safe to use the box office entrance, please proceed towards the Theatre fire escape (access through the door in the corner of Founders studio) which leads to Premier Inn car park, then walk the perimeter of the building to the assembly point opposite Mabel's tavern

If it's not safe to use the main exits above, please proceed towards the rear fire exit via the level 4 (via theatre bar), level 2 or level 1 to Premier Inn car park, then walk the perimeter of the building to the assembly point on Woburn Walk