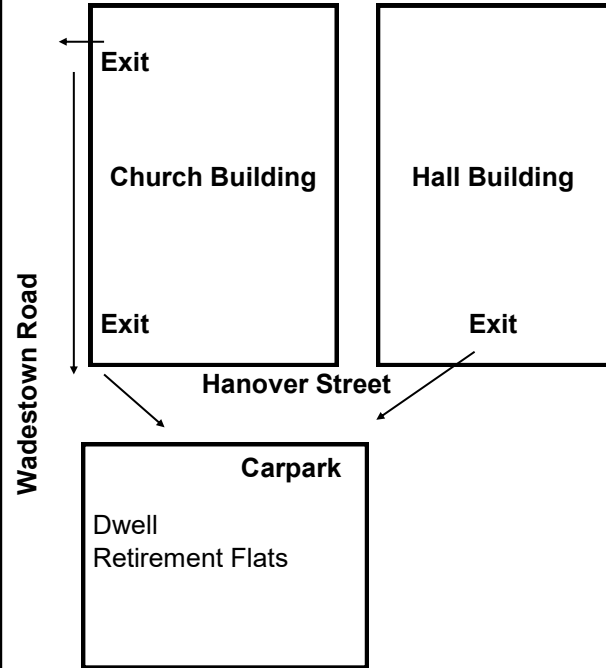


**Assembly Area in Event of Fire**

**For church and Hall users:**

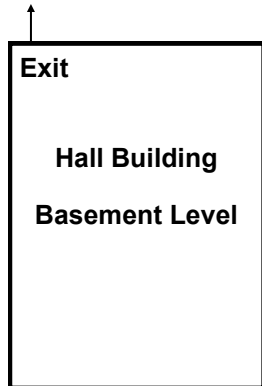
Wadestown Retirement Flats Car Park  
(Hanover Street)



**For Hall basement level users:**

Leslie Street

Lesley Street



**Incident Reporting**

Please report any incident or near miss to the church as soon as possible (within 24 hours) to a WPC representative on site or if unavailable, the Church Office.

**Details of incident/ near miss:**

---

---

---

---

---

---

**Details of faulty equipment/ broken items:**

---

---

---

---

---

---

**Contact Details**

Church Office  
Ph 499 7224  
Email  
[office@wadestownpresbyterian.org.nz](mailto:office@wadestownpresbyterian.org.nz)



Health and Safety  
Information for  
Facility Users

Wadestown Presbyterian Church  
Corner Hanover Street &  
Wadestown Road  
Wellington  
Ph 499 7224  
[office@wadestownpresbyterian.org.nz](mailto:office@wadestownpresbyterian.org.nz)  
[www.wadestownpresbyterian.org.nz](http://www.wadestownpresbyterian.org.nz)

Health & Safety Information for WPC

Dated \_\_\_\_\_

## Welcome to Wadestown Presbyterian Church

We recognise that we have a duty to care for users booking space within our church for functions or events.

Please take a few minutes to familiarise yourself with this brochure - in particular take note of the hazards that apply to the activity you will be undertaking and note the location of emergency equipment and exits nearest to the area you will be occupying.

### Hazards

The table right lists the general hazards associated with activities carried out within the church environment. The table also details the controls that have been identified to manage those hazards. This is by no means a complete list and the key-holder is responsible for identifying hazardous activities and controls which may apply to your particular group.

### Site Specific Hazards

Other people (including young children) using the church facilities. Contractors working on-site (in or around the church) when repair work is being undertaken.

### Booking, Payment and Key Issue by Church

All bookings for use of the WPC facilities will be subject to the terms and conditions as included in the booking form and Health & Safety guidelines issued to each user. The person named on the booking form is considered to be the key-holder and responsible for all aspects of these conditions during the booking period. When payment has been received the code for the key lock box will be issued for the duration of the booking time agreed and must be returned promptly on completion.

### Acknowledgement by Key-holder

I acknowledge that as the key-holder I have responsibility for advising my clients/group members of hazards that may apply and of what to do in the event of an emergency during the booking period for which payment has been made. As key-holder I will act as Warden for my group in the event of an emergency or nominate a group leader to fill this role in my absence.

**On signing the booking form I agree that I have read and understood the contents of this brochure.**

Hazardous Activity or Substance	Control
Cleaning chemicals	Use as directed on the packaging Keep out of the reach of children
Noise	Keep sound levels within Council guidelines
Boiling Water (Lazer water heaters)	Avoid scalds from the water heaters by careful use of the tap. Keep children clear
Electrical equipment (shock)	Regularly check power leads to ensure they are fit for use
Slip, trip and fall hazards	Maintain housekeeping standards Take care with power leads Ensure throughways are kept clear
kitchens (hot surfaces and sharp knives)	Avoid over-crowding in the kitchen plan the work flow for food preparation and assign work-stations Use oven mitts when handling hot food Use the serving hatch to distribute prepared food
Food hygiene	Gloves for handling food for sale Personal hygiene (hand washing facilities and disposable paper towels) Clean surfaces and fridges Storage roles followed for cooked and uncooked food Clean crockery and utensils in dishwasher
Intoxicated guests if alcohol is approved for your event	Monitor alcohol consumption Provide substantial food Do not serve alcohol to minors or intoxicated persons
Other please specify	

## Credible Emergency Scenarios

### Earthquake

*When the shaking starts:*

#### Take cover.

Get under furniture such as a table to protect yourself OR drop to the floor and protect your head and upper body from falling objects.

Keep away from the outer walls of the building and glass windows.

*When the shaking stops:*

**Stay inside** - Evacuate only if there is obvious sign of fire or if instructed by a warden. Otherwise remain inside for your safety.

### Fire

When informed of a fire, everyone must begin the evacuation procedure. Vacate the building and proceed to the designated Assembly Point as directed by your Warden. Do not delay your departure by collecting personal belongings.

If you observe a fire ring 111 immediately and begin the evacuation procedure.

### Fire Extinguishers & Fire Hoses

The church is equipped with portable fire extinguishers in both kitchens and the Hall basement. Please ensure you are familiar with their use. We also have a fire hose in the Church toilet and Hall. A fire blanket is located in the Hall Kitchen.

### Special Instructions for Visitors with a Disability

Toilets with wheelchair access are located on the top level of the hall. If your disability would prevent you from evacuating the building quickly during an emergency, then please advise your host so that special arrangements can be made.

Disabilities may include hearing loss and impaired eyesight.

### First Aid

First Aid supplies are located in the hall kitchen.

### Smoking

Smoking is not permitted within any Wadestown Presbyterian Church facility or grounds.

### Drug & Alcohol Policy

The use of Alcohol is only permitted with specific approval (see booking form). Drugs are not permitted within any Wadestown Presbyterian Church facility or grounds.