

Bay Venues Limited - Waipuna Park Pavilion Induction 2021

Group, Regular User or Club: _____

Dated: _____

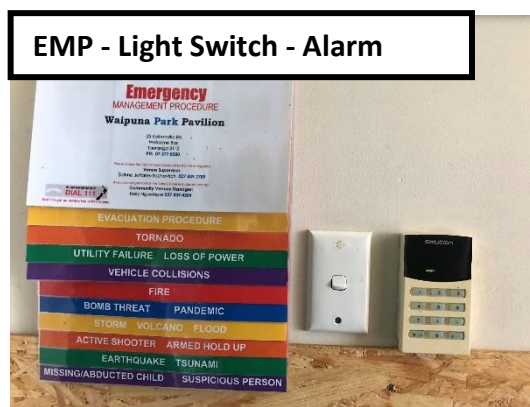
Keys to be collected and returned at Queen Elizabeth Youth Centre, open 7 days from 9am.

1. ASSOCIATED / ACCOMPANYING DOCUMENTS

- Daily Means of Escape – located next to the alarm pad, next to kitchen door.

2. PROCEDURE / INSTRUCTIONS

Opening Building: ALARM CODE TO BUILDING “1998 STAY” TO ENTER AND “1998 AWAY TO EXIT”.



- There are public car parks situated outside the rear of the hall, available for users.
- Please note the drive way gate that allows access to car park locks at 10pm daily and opens at 7am. Your vehicle will be locked in the car park outside of these hours.
- To enter the building, you must walk around the left hand side of the hall until you reach the front door. You are able to unlock this door by using the provided key from the Queen Elizabeth Youth Centre.
- Once inside you must unset the alarm which is located directly in front of the main entrance doors, and on the right hand side of the hall way. Unset the alarm by

inputting your given alarm code, and pushing the button “STAY”. The pin to the alarm will be attached to your key tag collected from Queen Elizabeth Youth Centre.

- Next to the alarm panel is the light switches and the Emergency Management Procedure (EMP). Make sure you have read the EMP before starting your booking.

Daily Means of Escape

- The Daily Means of Escape is a document kept on site which needs to be signed off every visit. The document is located next to the alarm pad. It is to ONLY be signed once everything below has been checked:
 1. Check all fire exits are clear; can be unlocked and free of obstructions
 2. Check all fire exit signage is legible and all the other safety signs are still in place
 3. Check all hand rails out the front of the building are secure
 4. Check all disabled persons' access and facilities are free to be used
 5. Check fire blanket is free to be used and not been tampered with

Daily Means of Escape Form

Record of Daily Means of Escape Checklist

Only sign this chart once you have checked all of the points listed below:

- 1 Check all fire exits are clear, unlocked and free of obstructions and auto releases working
- 2 Check all fire exit signage is legible and all other safety signs are still in place
- 3 Check all hand rails and safety barriers are secure
- 4 Check all disabled persons' access and facilities are free to be used
- 5 Check all fire blankets are free to be used and not been tampered with

Facility: _____ Month: _____ Year: 2018

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Signature (date)																																
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The following close-up checklist should be checked over before your activities began, to ensure nothing has developed before you have accessed the facility.

Closing Check List

Kitchen

- Going through the kitchen equipment and checking that they all work, are clean and safe to use. This requires;
 1. Checking the microwave has been wiped out, stove top and oven are clean from crumbs and spills
 2. Fridge is empty (unless of prior agreement with user group), and is also clean
 3. Bench tops have been wiped down
 4. Dishwashing liquid
 5. Dishwashing cloths and scrubbers are clean
- These all need to be checked before leaving

Cleaning Cupboard

- The cleaning cupboard is located opposite the alarm pad and is always kept unlocked
- Check that the correct amount of equipment is in the cupboard and everything has been returned to its correct place;
 1. Spray bottles
 2. Rags
 3. Bin Liners
 4. 2 Standard Brooms
 5. 1 Squeeze Mop and Bucket
 6. Yard Broom
 7. Wet Mop and Bucket
 8. 1 Static Mop
 9. Half brush and Shovel

Bathrooms

- If the toilets need restocking, you will find toilet paper in the cleaning cupboard.
- Sweep up any toilet paper or rubbish scattered on the ground.

Hall Floors

- Walk around the main hall to check there has been no damage to the floors. Also check there are no marks, sticky spots or dirt left on the floors.
- If you find a sticky spot, get the hot mop from the cleaning cupboard and fill it with hot water only. Once you have mopped the spot, place a “wet floor” sign next to it. Double check if the spot is still sticky after the water dries, you may have to mop it again.
- If the floor looks dirty, go around the hall with the static mop. You will find a static mop in the cleaning cupboard, it is a bright orange broom. Do not get this wet.

Tables and Chairs

- Tables and chairs are stacked against the wall. As there is limited space inside this venue, make sure the tables and chairs are stacked as efficiently as possible against the wall and out of the way when not in use.
- Check there are 65 Chairs and 8 large tables.
- If there are chairs or tables scattered around the hall and have not been put away, return and stack them against the wall.

Closing Building

- Do a final walk around of the hall to make sure all windows and doors are closed and locked.
- Put away any extra gear you may have used or brought out. Leave the hall as clean and tidy as possible for the next user.
- Use bins provided for rubbish that may have accumulated during your booking.
- Turn off all lights.
- Reset the alarm by inputting your given alarm code and pushing the button "AWAY".
- After exiting the building make sure the door locked behind you, double check by turning the door handle.
- If there is something you think we should be notified about please fill out a customer feedback form, or if urgent then contact the Community Halls Supervisor.

3. HAZARD/POTENTIAL HARM & CONTROL

- See onsite posters regarding this next to the daily means of escape in the hall way.
- Drugs & Alcohol on site - all Users/visitors are subject to Bay Venues Ltd Drug & Alcohol Policy: no drugs will be tolerated on this site. If alcohol is going to be consumed, a Host Responsibility form must be completed and the Risk Register read.
- Theft/vandalism: It is advised that you do not leave any valuables in unsecured places.
- Do not block fire exits or egress to any fire exits.
- Do not use equipment or site fixtures in any way other than that which they are meant to be used.
- Members of Public – be aware that this site is also used by members of the public and at any time, there may be other onsite activities happening here. Members of the public are curious and may want to investigate what is happening. You are hiring part or the whole facility and have every right to request people you do not know to vacate the area you have hired.

4. HIRING THE VENUE

- Please note, as a hiring party, it is your responsibility to ensure the venue is left as you found it. Any lost property must be taken with you. Rubbish placed in the bins or recycling bins or taken with you. Floors swept clean with the static mop provided.
- Any spills mopped up. Please bring along towels with you in case you need to mop up spilled liquids.
- Do not allow anyone to kick or throw object up at the ceiling roof panels or lights. These can be dislodged and fall down, and it is a costly exercise to re-position them.

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- Please read the terms and conditions of the hiring agreement carefully for a full list of terms and expectations. The venues you are engaging into a contract of hire with are community facilities, and must be treated with respect.

5. EMERGENCY PROCEDURE

- a. The emergency procedure form is located onsite next to the daily means of escape in the hall way.

6. INDUCTION COMPLETED

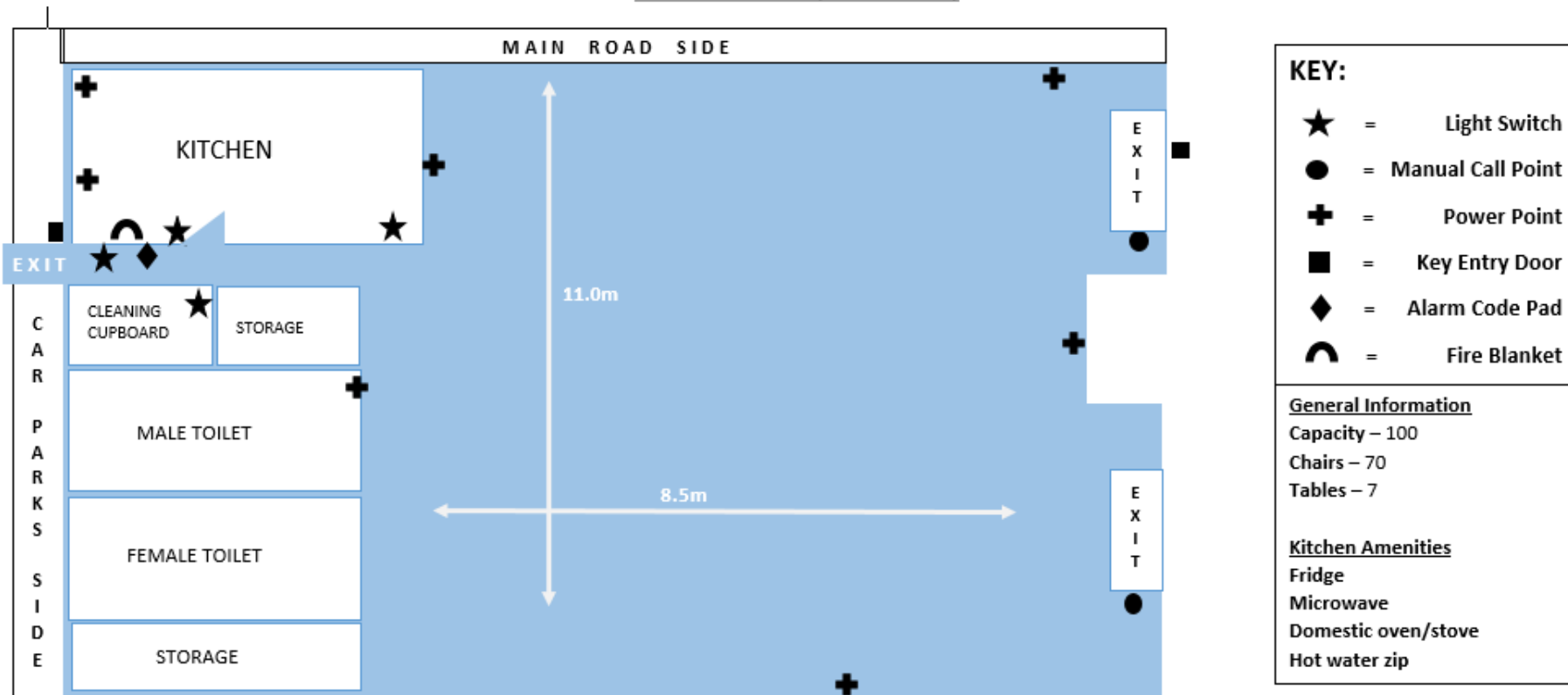
You will be given a copy of the induction and hazard register for your records. Your group must have a member inducted and onsite for each and every booking.

DATE	NAME	SIGNATURE



WAIPUNA PARK HALL

25 Kaitemako Road, Welcome Bay



KEY:

- ★ = Light Switch
- = Manual Call Point
- + = Power Point
- = Key Entry Door
- ◆ = Alarm Code Pad
- ☺ = Fire Blanket

General Information
Capacity – 100
Chairs – 70
Tables – 7

Kitchen Amenities
Fridge
Microwave
Domestic oven/stove
Hot water zip

IN THE EVENT OF AN EMERGENCY OR SERIOUS HARM, PLEASE CALL 111, EVACUATE THE PREMISES AND CALL THE VENUE SUPERVISOR IMMEDIATELY:

Alesha Amani
Mobile: 0278392789
Office: 07 577 8564 ex 1