

THE AMORY CENTRE

Health, Safety and Security Information

- All organisations using the facilities at The Amory Centre are responsible for the health and safety of their staff and visitors when on the premises.
- No electrical equipment is allowed to be brought into the building unless it has been first approved by the Town Clerk or in his absence the Centre Co-ordinator.
- In the interests of safety and to reduce potential fire risk it is necessary to restrict the personal use of electric kettles, coffee machines, sandwich makers and toasters. All food and drink preparation must take place within the staff room using the equipment provided.
- If the fire alarm is activated, please ensure all your staff and visitors leave the premises and assemble at the Assembly point (see instructions). If you are aware that a person is missing, please inform the Centre Co-ordinator (or a Customer Service Advisor in her absence) immediately.