



WELCOME TO ABBEYLEIX VITALITY HUB.

We are delighted to have you here!

On booking the facilities you have undertaken to follow the following safety procedures.

- Leave the rooms as you found them.
- Clean up and dispose of any waste, properly.
- If moving chairs, stack them safely **with the side of the chair to the wall** to lessen marks on the wall.
- Heaters are remotely managed.
- Ensure all doors and windows are securely closed when leaving.
- Turn off all lights when leaving.
- Report any issues or damage as soon as possible to the designated contact person.

**NO SMOKING
NO ALCOHOL**

Please provide proof of current valid **public liability insurance** & the necessary indemnity. The management accepts no liability for loss or damage to personal belongings or for personal injuries sustained while on these premises.

EMERGENCY CONTACTS

Abbeyleix Garda Station

+353 57 8730580 or

<https://www.garda.ie>

Emergency Services - Call 999 / 112

FIRE SAFETY: EIRCODE = R32 H7 WR

- **EXIT - Main Stairs & Main Door**
- **EXIT - Hub Studio Fire Door**

EVACUATION PROCEDURE:

- **BREAK** Fire Alarm Glass
- Shout **FIRE**
- Locate a **SAFE EXIT**
- Check group re number & those needing help or in bathroom/kitchen.
- Proceed to **EXIT** with group to safety outside, closing doors behind whole group.
- Assemble in the **ASSEMBLY AREA** in the Car Park
- Call the **FIRE BRIGADE** immediately
- Give them the **EIRCODE** & details.
- Report any missing person to the Fire Officers.
- **Do not** re-enter until declared safe by fire officers.
- Inform the Hub / Park Committee of the incident.

FOCUS ON EVACUATING SAFELY

FIRE FIGHTING EQUIPMENT.

- Do **not attempt** to fight large fires.
- **Fire Extinguishers** are in the rooms & at the bottom of the stairs.
- Fire Blankets are available in the Kitchen.
- Use fire extinguishers if it is **safe** to do so & you are **trained** in their use.

1. ELECTRICAL SAFETY

- Report any damaged electrical outlets or equipment immediately.
- Do not overload electrical sockets.

2. KITCHEN SAFETY

- Inform us of your planned use of the kitchen.
- Children are **not** allowed in the Kitchen.
- Use kitchen appliances e.g. kettle safely and report any malfunctions.

3. STAIRS SAFETY

- Keep the stairs clear of obstacles.
- Use handrails when going up or down the stairs.
- Children must be **always** supervised on the stairs.
- Use the chair lift safely & with due care.
- Report issues immediately.

4. TOILET HYGIENE

- Keep toilets clean and dispose of waste properly.
- Ensure all taps are **turned off** before leaving .

KEEP FIRE EXITS CLEAR AT ALL TIMES

FIRST AID EQUIPMENT

- The **defibrillator** is in the carpark beside the fire exit stairs at the first aid/ sun-cream station.
- **First Aid Kits** are available at the indoor entrance, in the kitchen & in the carpark.