



Ashlar House, 23 Eastern Way, Bury St Edmunds, Suffolk IP32 7AB
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Visitors information

The safety of our staff and guests is of the utmost importance to the Ashlar House Hall Company Ltd. Please read the information in the following safety notes before arrival. Booking of the hall implies knowledge of and agreement to adhere to these notes.

Fire.

There are no fire drills planned during your visit. If you hear the alarm, you must evacuate the building via the nearest fire escape and go to the assembly point which is located on the grassed area in front of the building. Do not stop to pick up clothing or bags on the way out.

The visiting group leader/senior person must be prepared to hold a roll call for their party if an emergency should arise. Staff at Ashlar House will have a roll call for themselves and may assist you with yours but will not know how many people are actually with you (imagine a wedding where a large number are invited but not all of them turn up. Most do, but some later go home whilst others are still arriving). Our staff cannot be expected to monitor this situation so please be ready to co-operate.

Do not re-enter the building until the senior staff member says it is safe to return.

First Aid.

Ashlar House has a trained first aider, first aid kit and a defibrillator. Please go to the bar and tell a member of staff if there is a medical problem. Any accidents should be reported in the same way. People with a known medical condition may wish to pre-warn the first aider as a precaution. This information would be treated as "medical in confidence" and not shared with anyone else.

Electrical equipment.

Visitors such as lecturers may wish to bring electrical equipment like lap-tops, extension leads and projectors onto the premises. These should all have visible evidence of a current Portable Appliance Test (PAT) attached. Talk to a member of staff before arrival if you are unsure about this.

Chemicals.

No chemicals are to be brought on site without prior consent.

Permit to Work.

If you are a contractor and intend to carry out “hot work”, gas pipe work or work at height, please ask a member of staff about our permit to work scheme.

Dance floor area.

Please note that drinks, bottles and glasses (including plastic “glasses”) are not permitted on the dance floor. This is to prevent spills creating a wet floor hazard and the possibility of broken glass.

Vehicle parking.

Although we are surrounded by industrial style buildings, Eastern Way is a residential road. Living here are children, disabled and elderly people and their associated pets. Please be mindful of this when driving and parking your vehicle.