



Housekeeping Policy

Housekeeping and premises

Cleanliness.

All premises shall be cleaned as necessary by members of the Town Council and cleaner.

Any other precautions in relation to hazards are general common sense, for example not leaving filing cabinet drawers open unattended or not littering the floor with paperwork.

Any other precautions in relation to hazards are general common sense, for example not leaving machinery running unattended or not littering floors with rubbish.

Office and Guildhall safety.

The building is fitted with an automatic fire detection system and a manual alarm system activated by breaking the glass switches situated throughout the building.

There is a fire exit in the kitchen rear door, the front door and two exit doors from the Guildhall.

In case of emergency, break the nearest glass unit to activate the alarm and leave the building.

In the event of hearing the alarm leave the building by the nearest exit. Assemble opposite outside Queenborough Stores.

Do not re-enter the building or attempt to fight any fire.