

Document:	Manual No.	Authorised By:	Section:	Effective:	Review Date:
Health and Safety Requirements for Hirers (HSRH)	FAC-HSRH	Centre Manager	Venue Hire and Facility Use (FAC)	Upon approval	April 2029; 3-yearly

Health and Safety Requirements for Hirers (HSRH)

Simple guide for safe use of Glenfield Community Centre rooms and facilities

NOTE: This summary does not replace the 2026 Room Hire Agreement. Hirers remain responsible for reading and following the full Terms and Conditions of Hire. The person in charge of the group must be on site, know these requirements, and ensure participants follow them.

1 Before and during your hire:

Your responsibilities	Do not allow
Keep numbers within the stated room capacity on the Rate Card. The Mission Hall must not exceed its fire and health and safety capacity.	Alcohol, smoking or vaping anywhere in the Centre, doorways, driveway, grounds or carparks.
Keep fire exits, covered walkways, entrance doors and escape routes clear at all times.	Naked flames, candles, bouncy castles, illegal activity, or unapproved use of rooms or spaces.
Supervise children under 18 at all times. Children must not be left outside hired rooms or in carparks/courtyard areas.	Animals on site except identified guide, companion or official Police animals.
Use only electrically tested/tagged equipment. Turn off and unplug heaters, fans, urns and appliances before leaving.	Overcrowding, moving furniture between rooms, blocking doors, double-parking, or use of the lower tenant/staff carpark.
Keep kitchens, toilets and hired rooms clean. Clean spills immediately and report damage or hazards.	Unattended ovens or hobs, water on electrical fires, or rubbish left behind after social/event hire.

2 Emergencies, hazards and first aid:

Life-threatening emergency	After-hours security / hazards	First aid and medical help
Call 111 for Fire, Ambulance or Police. Evacuate if the alarm sounds or if there is immediate danger.	Vanguard Security: 09 441 2232. Use this for non-life-threatening hazards, security issues or plumbing emergencies after hours.	First Aid kit: Kitchen. Hirers are encouraged to bring their own first aid supplies. AED: GCC Office during staffed hours. White Cross Glenfield: 09 444 4244.

Fire equipment includes large fire hoses in opposite courtyard corners, extinguishers in the Hall, Kitchen, Plunket and Room 8, and break-glass alarm points around the Centre. Familiarise yourself with the nearest exit and equipment before your activity starts.

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3 If the fire alarm sounds:

During office hours (8.00am-3.00pm, Monday-Friday), follow the instructions of GCC Building and Fire Wardens and evacuate to the **assembly point in the Lower Carpark**.

After hours, evenings and weekends, the person in charge of the group becomes the Building Warden for their group and **must**:

- ensure 111 has been called, or delegate this and have the caller confirm when the call has been made;
- move everyone in the group to the closest safe exit and assembly point;
- ensure the hired room, toilets and kitchen areas used by the group are checked if safe to do so;
- wait, or nominate someone to wait, outside the Main Front Entry door for emergency services;
- stop people entering the building or carpark, except emergency services;
- tell Fire and Emergency New Zealand what areas have been checked and whether anyone with a disability may need assistance; and
- keep escape routes and exit doors clear, unlocked and unblocked at all times.

4 Before you leave:

Room close-down	Report and follow up
<ul style="list-style-type: none"> • clean boards and tables; • return furniture to its room and stacked position; • remove rubbish, especially for social/event hire; • switch off and unplug appliances, heaters, fans and urns; • close windows, turn off lights, open blinds if required, lock doors. 	<ul style="list-style-type: none"> • report damage, hazards, appliance faults or unacceptable room condition to GCC; • email photos of after-hours issues to office@gcc.net.nz; • return keys on the next working day or as instructed; • expect charges for lost keys, alarm call-outs, additional cleaning, damage or unsafe use.

5 Key contacts:

GCC Office	09 444 5023 office@gcc.net.nz 96 Bentley Ave, Glenfield
Emergency services	111 - Fire, Ambulance or Police
Vanguard Security	09 441 2232 - after-hours security, non-life-threatening hazards or plumbing emergency
White Cross Glenfield	09 444 4244 - 436 Glenfield Road, open 7 days, 8.00am-8.00pm

6 Document control:

Prepared by	Centre Manager	Policy Owner	Centre Manager
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