

St Nicholas Parish Church, Lanark.

Church Hall Security Procedure

Responsibility to comply with this procedure are key holders.

Responsibility to maintain an up to date register of key holders is the Session Clerk.

Method:

The main (side, north facing) door should be kept locked during any event and the bell rung for access. Responsibility to answer the door bell are the hirers and user groups. The main (front, west facing) door and fire escape (in the rear hall) are normally secured, but available for immediate use in an emergency.

To minimise fire risk, all relevant fire escape routes and exits must be kept clear of storage. Rubbish must not be deposited immediately adjacent to the exterior of the building.

Prior to finally locking the church hall the key holder must check that:

- all halls, rooms, toilets etc. are vacated;
- all windows and doors are secured;
- all lights, electrical and gas appliances have been switched off;
- all water taps are switched off;
- there are no sources of ignition.

In the event of there being a problem in securing the church the key holder should telephone:

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| • The Church Officer | 01555 663723 |
| • The Session Clerk | 01555 661454 |
| • The Minister | 01555 661936 |