

Employment and Training Hub

Guidelines for use of Unit 38, Baseline Studios, London W11 4AT

Do...

- Keep a register of all in attendance at an event in case of any emergencies. Lead person(s) are responsible for the Health and Safety of the people using the premises during the times of the usage agreements.
- Record all accidents and inform LWNT of such accidents by email at lancasterwestoffice@rbkc.gov.uk
First Aid boxes containing the accident book are in Unit 3 and at the front of Baseline studios.
- Not make any alterations to the premises, remove or dispose of any fittings or furnishings belonging to the LWRA or LWNT.
- Report attendance data for any usage to LWRA at their request.
- Remove any of the resources or materials used in the session. Including anything stuck on to walls or other surfaces.
- Become familiar with the fire exits, alarms and extinguishers and how to summon emergency services before the event. In the event of an evacuation, Lead person(s) will take responsibility for evacuees, and guided by LWNT designated wardens, if within core hours (Monday – Friday, 8am – 6pm)
- Ensure that the premises is left in a clean condition with furniture properly replaced, and where appropriate, the floor swept, and all rubbish removed.
- Provide adequate insurance cover. It is also imperative that all organisations that have responsibility for children and young people must have adequate DBS checks in place for all leaders where necessary. Please confirm this in writing.

Please remember to...

- Consider if your activity requires any insurance or qualification for the lead person. If so, retain a copy of any contractor's certificate or public liability insurance.
- Keep the maximum number of people using the premises to 20 seated.
- Avoid consuming any food or drink inside the premises. It is illegal to smoke or take any other substances in the building.
- Collect specific consent from all users for any photographs, collection of data or information sharing regarding their attendance to an activity.
- End the event no later than the agreed time.
- Keep all animals out of the premises except for guide or assistance dogs.
- Securely lock the premises if left unattended at any time during the time of use.
- Take responsibility of any personal possessions or materials brought to the space.
- Report any damage or breakages promptly to LWRA (email below) and consider that the user may be liable for the cost of repair or replacement.
- Contact the LWRA for access and a key/s if required – hello@lancwest.com

Please also note...

- The LWRA accepts no responsibility for loss, damage or injury to person or property either on the premises or Baseline Studios.

Lead person(s) are responsible for the cost of carrying out any repairs or damage incurred.