

## Dewsbury Arts Group – Membership Induction

We have decided that it would be helpful for all members to know where things are and who to contact if there are any problems with the premises. As a result we have designed a short 'induction' for new members.

<b>What?</b>	<b>Where?</b>
Switches operating automatic shutters	By each exit there is a white switch which moves the shutters up and down. The one for the auditorium is operated by the key which is attached.
Risk assessments	H&S shelf in the bar store
Premises manual	H&S shelf in the bar store
Front of House manual	Shelf behind the door in the kitchen
Front of House equipment	Cupboard below and to the right of the sink in the kitchen
Fire safety regulations	Notice board in kitchen and in risk assessment folder
First Aid Kit	Shelf behind kitchen door
Accident book	Shelf behind kitchen door with first aid kit
Spare Bulbs	Shelves in disabled toilet
Stop Cock	Cellar accessible from workshop and Gent's toilets downstairs
Fuses	In cupboard in entrance lobby, one fuse above the coat hangers in the foyer. Lighting fuses back stage SR.
Emergency light switches	Room 1 cupboard behind the lift, 3 switches backstage - 2 behind stage left door and one above fuse board on right.
Cleaning equipment	Bar store
Spare paper towels and toilet rolls	Shelves in disabled toilet

### **Contact List**

Chair	Mark Bailey 0113 204 9772
Secretary	Jacky Fletcher +44 7906 405620 or 01924 468464
Technical and Premises Officer	David Fletcher 01924 468464
Youth Administrator	Maria Bailey 07586 297492
Wardrobe Supervisor	Helen Fox 07872 833704

**NB a copy of the constitution can be found on our website**

**<http://dewsburyartsgroup.info>**