

Emergencies

On site responsibility and contact details for issues and emergencies

Activity Leaders have primary responsibility for safety and safeguarding their User Group.

Hours of Operation

Shift	Who could/ should be on site?	Users require keys?	Begins	Ends	Safety Officer
Early	Kindergarten	Yes	07:15	09:30	Activity Leader(s)
Office hours	Staff / All users / Visitors	No	09:30	15:30	Office staff
Evenings	Evening users	Yes	15:30	22:00	Activity Leader(s)
Overnight	Cleaners (only)	Yes & mortice keys	22:00	07:15	Office staff

Office hours

Please come and speak to us during office hours, for any issues or concerns.

Day	Time	Duty Manager
Monday	09:30-15:30	Salma Khatun
Tuesday	09:30-15:30	Salma Khatun
Wednesday	09:30-15:30	Salma Khatun
Thursday	09:30-15:30	Alex Bicknell
Friday	09:30-15:30	Alex Bicknell

Alternatively, you can call or email

Office	020 7733 7896
	info@stfaithscentre.org

Out of hours

Outside of office hours, Activity Leaders are responsible for safety and safeguarding of the whole site.

Contact us by telephone only in **emergencies**:

- **Fire Alarm** has sounded and/or there is a fire in the building
- **Intruder Alarm** has sounded and/or there is an intruder
- **Access Control** has denied you access to the building
- there is an urgent safeguarding issue
- You have **dialled 999** for any reason

For **all other** issues, please contact us during office hours, or by email.

Contact numbers

Alex Bicknell	078 7293 8667
Susan Height	078 4325 3700