



1. Health and Safety Policy

- 1.1 We are committed to ensuring the health and safety of our staff and customers and anyone affected by our business activities and to providing a safe environment for all those attending our premises.
- 1.2 In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, provision and maintenance of safe equipment, ensuring the safe handling and use of substances, consulting with our staff and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and cases of work-related ill health.
- 1.3 Everyone must recognise their share responsibility for achieving healthy and safe working conditions. You must consider the health and safety implications of your acts and/or omissions and take reasonable care for your health and safety and that of others.
- 1.4 You must co-operate with us on health and safety matters and comply with any health and safety instructions.
- 1.5 You must take reasonable care of your own health and safety and that of others by observing safety rules applicable to you and following instructions for the use of equipment (including safety equipment and protective clothing).
- 1.6 Any health and safety or maintenance concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to your line manager.
- 1.7 You must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.
- 1.8 All staff and volunteers must use equipment in accordance with operating instructions, instructions given by managers and any relevant training. Any fault with, damage to or concern about any equipment or its use must immediately be reported to the relevant manager after placing an 'out of order' sign on the equipment (where appropriate).
- 1.9 You should familiarise yourself with the instructions about what to do in the event of fire which are explained at the start of the course. You should also know where the



fire extinguishers are; ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

- 1.10 If you discover a fire you should not attempt to tackle it unless you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.
- 1.11 On hearing the fire alarm you should remain calm and walking quickly, not running, evacuate the building immediately. Do not stop to collect personal possessions, [do not use any lifts] and do not re-enter the building until you are told that it is safe to do so.
- 1.12 General venue risk assessments are carried out annually by members of staff or management. Managers are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the venue and working practices are implemented.