



Voluntary helpers must therefore:-

- (a) Comply with safety rules, operating instructions and working procedures;
- (b) Use protective clothing and equipment when it is required;
- (c) Report any fault or defect in equipment immediately to the appropriate person;
- (d) Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible and;
- (e) Not misuse anything provided in the interests of health and safety.

## 1. ACCIDENTS AND FIRST AID

FIRST AID boxes are located in:

The kitchen — under the hatch

shelf ACCIDENT 300K is located in:-

The lobby within the Log Book under "Comments Section"

All accidents and incidents are to be entered in the Accident Book. In addition, if thought necessary, the Police, Health and Safety Executive, or Environmental Health Officer may be informed.

## 2. FIRE SAFETY

(a) Fire Extinguishers

FIRE EXTINGUISHERS are kept in the following locations:-

Location	Type
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1. Lobby
2. Hall, on the left side of the French door.

(b) If a fire is discovered:-

Immediately RAISE THE ALARM and, where required: Telephone the emergency services.

Check the building for occupants

Attack the fire, if possible using the appliances provided, but without taking personal risk

Evacuate to the designated assembly point

Ensure clear access for the emergency vehicles

(c) Evacuation Procedures

In the event of an emergency (fire/bomb threat, etc) an announcement to leave the building is to be made by the person in charge of the building at the time. Evacuation Drills

Voluntary helpers should ensure that they are familiar with escape routes and emergency exits and ensure that these are kept clear and unobstructed at all times.

### 3. ELECTRICAL SAFETY

Misuse and abuse of electricity is a significant cause of fire and injury. All voluntary helpers must observe the following:-

- Visually check all electrical equipment before use ● Report all faults immediately to the Chairman
- Do not attempt to use or repair faulty equipment
- No electrical equipment is to be brought onto the premises and used unless approved by the Chairman
- Electrical equipment should be switched off and disconnected when not in use for long periods
- Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage

### 4. HAZARDOUS SUBSTANCES

If at all possible hazardous substances should not be used. Where this is not possible, such substances should be kept safely stored and isolated from those not concerned with their usage.

### 5. SAFETY OF PLANT AND MACHINERY

- (a) Voluntary helpers must not operate plant or machinery that they are not trained and authorised to use.
- (b) Any defect and damage found to any item of plant or machinery must be reported to the Chairman.

### 6. SLIPS, TRIPS AND FALLS

Any potential hazard must be reported to the Chairman.

### 7. LIGHTING

In order to ensure that the building is adequately lit, any defects must be reported to the Chairman.

### 8. CHILDREN AND YOUNG PEOPLE

In almost all cases of children entering the premises, they will be accompanied by responsible adults. Young children ie Children under 12 years, are not allowed on the premises unless accompanied by a responsible adult. For guidance, voluntary helpers should study WSGC'S Child Protection policy. WSGC reserves the right to refuse entry should any doubt exist.