

WARSOP PARISH CENTRE

INCORPORATING THE TUDOR BARN

YOUR GUIDE FOR A SAFER WORKING ENVIRONMENT

May 2011

This manual has been produced to help achieve a safer environment in which to work or visit

WORKING TOGETHER

There are a number of different organisations using Warsop Parish Centre. All will have their own way of doing things. However, there is no one with exclusive use and therefore we have to develop ways of working together, particularly on matters of **Health, Safety and Security**.

Above all, the Parochial Church Council has responsibility for ensuring that legal requirements on Health & Safety, Fire Procedure and Security Measures are complied with. Individual organisations using the building have the responsibility for those in their charge and the public visiting them.

All User Groups must acquaint themselves with the procedures in operation in this building and act accordingly.

Co-operation is the key to multi-user working, because if one group fails to comply the system breaks down. Therefore, the Caretaker or the nominated PCC representative reserves the right to ask user groups, building contractors, members of the public, to leave the building if their actions are undermining the safety of themselves or others.

HOUSE RULES

Kitchen facilities

The kitchens are shared areas; no one has exclusive rights in them. The kitchen area is to be kept clean and tidy by the people using it. Crockery must be washed, dried and put away after use by the people who have used it. It is not the job of Centre Staff to wash up. Do not use other groups' tea, coffee, milk and sugar without their permission. Do not leave food in the fridge unless it is wrapped and date labelled.

Storage space

Storage of equipment needed by user groups is by arrangement only. Storage space is at a premium. Please don't be space-greedy. Don't hang on to things forever if they are not going to be used here. Where possible rationalise *how* you store things, so that more space can be made available, but do not stack things unsafely.

Damage to furniture, fittings and building fabric

Please have respect for the facilities provided. Do not use sellotape on walls or paintwork - use blutack only.

Booking rooms

There is a booking form available from the Caretaker to book rooms. Please do not publicise events here unless you know you have a definite booking. A list of charges for room use and resources is available from the Caretaker.

No Smoking Policy

Please note that, in accordance with law, there is no smoking allowed anywhere within the Parish Centre buildings.

EMERGENCIES

Utilities - Main Cut off Points

Water - Outside the Tudor Barn on the road side small cover adjacent to larger access cover.

Electric - The main cut off switch in the Stable Barn is in the cupboard above the ladies' toilet.
For the remainder of the building the cut off point is in the Arthur Morris Room, in the cupboard below the left hand window.
Cut off for the Fitzherbert room kitchen is to the left, in the bay window in the Fitzherbert room.

Gas - Cut off point for the Stable Barn is located in the Fitzherbert Room kitchen, in the cupboard on the right hand side.
For the remainder of the building the cut off point is in the bottom cupboard on the left hand side of the passage toward the Tudor Barn.

Gas safety

If you smell gas check whether any appliance or pilot lights have gone out. If this is not the problem, turn all appliances off. Report to the Caretaker. Turn the gas off at the main cut off point and report the leak by phoning 0800 111999

- * Open windows or doors to help the gas escape.
- * Do **not** use any electrical switches including light switches.
- * Do **not** use any naked flames.

First aid boxes are located in the following places:

- Main kitchen
- Fitzherbert kitchen
- Behind the bars in the main building & in the Stable Barn

FIRE EVACUATION PROCEDURE

What to do if you discover a fire

- * Operate the nearest break glass fire alarm call point to initiate evacuation of the building

What to do if you hear the Fire Alarm (Continuous Alarm)

- * Evacuate the building via the nearest exit and make your way quickly to the assembly point **in the church car park on Bishop's Walk**. Do not stop for coats and other belongings, and do not carry drinks out with you.
- * In the absence of the Caretaker, phone the fire brigade.
- * It is important that each organisation knows how many people are in their section of the building so that this number can be accounted for.

Returning to the Building after Evacuation

- * You should not return to the building after an emergency evacuation has taken place until the Caretaker or person in charge has notified it is safe to do so.

Evacuation of Disabled Persons

- * Persons requiring assistance should make their requirements known to the event organiser.

FIRE ACTION

ON DISCOVERING A FIRE

- 1. Sound the alarm and shout FIRE!**
- 2. Dial 999**

ON HEARING THE ALARM

- 3. Leave the building by the nearest safe exit.**
- 4. Ensure than anyone with impaired mobility is given any necessary assistance.**
- 5. Report to nominated Assembly Point - the church car park.**
- 6. Remain at Assembly point and await further instructions.**

Do not take risks.

Do not return to the building for any reason until authorised to do so.

Keep access routes clear for emergency vehicles.

Do not remove vehicles from the site until authorised to do so.

IMPORTANT NOTICE

Be aware of any deaf/hearing impaired person in your Group who may need to be alerted in the event of the alarm being activated.

Locations of fire exits, break glass points, fire extinguishers, are indicated in the room plan in the centre of this booklet.

RESPONSIBILITIES OF CENTRE HIRERS IN CASE OF FIRE

- * Upon hearing the alarm, ensure that your designated area has been fully cleared. (Remember to check any storerooms/WCs etc.)
- * **Do not delay your own evacuation or put yourself at personal risk.**
- * Ensure any person with a mobility difficulty has left the premises.
- * Where possible, check that all doors and windows are closed. **Do not put yourself in danger!**
- * Report the evacuation without delay to the Caretaker.
- * A nominated person should take up position outside the front entrance to ensure that no-one re-enters the building.

DO NOT TAKE RISKS

FIRE EXTINGUISHERS

The following fire extinguishers are situated at points shown on the Parish Centre plan.

Red Label: Water extinguisher for use of paper, wood, textile and fabric.

Black Label: CO2 has extinguisher for use on flammable liquids, flammable gases and electrical hazards.

Blue Label: ABC Powder for use of flammable liquids, flammable gases and electrical hazards.

FIRE DRILL

Building users should acquaint themselves with the location of all Fire Exits. When the fire alarm sounds proceed to your nearest fire exit.

Location of fire exits: (Also see the plan at the centre of this booklet)

Upstairs: Fire escape from the Gally Knight room and David Leaning room is through the Caretaker's flat and down the outside stairs.

Ground floor: Front doors to Bishop's Walk.

ALL ASSEMBLE IN THE CHURCH CAR PARK

Securing personal property

You have a responsibility to keep personal items secure. Public use of the building has increased and therefore we would urge you to be vigilant at all times.

Car Park

If leaving your car in the car park, make sure that you leave nothing of value in the car and that the doors and windows are locked. Please note that we are not liable for any damage to or theft from vehicles in the car park. Please observe strictly the 'no parking' and 'emergency exit' signs, as access is required at all times in case of emergency.

Safety for kitchen users

If you have hired the kitchens as part of your letting, please observe health and hygiene regulations on your booking form. Safety remains the responsibility of the hirer.

ELECTRICAL EQUIPMENT

If you have electrical equipment, (e.g. audio equipment, kitchen equipment, lighting) please ensure that a qualified electrician completes a portable appliance test annually. Unsafe wiring and damaged or faulty plugs can cause a fire hazard and can post a serious risk of personal injury from electric shock.

IF YOU HAVE ANY DOUBTS ABOUT POTENTIAL HAZARDS, OR WANT INFORMATION ON HEALTH AND SAFETY MATTERS, PLEASE SPEAK TO THE CENTRE CARETAKER.

and remember.....

IF YOU DISCOVER SOMETHING WHICH IS DANGEROUS, OR WHICH COULD CAUSE ACCIDENTS AND/OR INJURIES IT IS YOUR DUTY TO REPORT IT IMMEDIATELY TO THE CARETAKER.

Remember - these are points to be aware of, not to frighten yourself with.