

RISK ASSESSMENT for Talbot Lane Centre

GENERAL ADVICE REGARDING MATTERS OF HEALTH AND SAFETY

ALL USERS OF THE SPIRES VENUES CENTRES SHOULD NOTE THE FOLLOWING POINTS OF GUIDANCE

- a. All building users must sign in and out on each occasion to provide a record should there be a need to evacuate the building in an emergency.
- b. All building users should familiarise themselves with the emergency evacuation procedure by reading the 'In case of emergency' notices displayed in each room.
- c. Move at a steady pace rather than adopt a too-speedy approach.
- d. Work tidily, making sure items are properly put away after use.
- e. Work within your physical capacity, especially when lifting.
- f. Keep stairways and corridors clear of items that might create obstructions.
- g. Leave things as you would expect others to leave them for you. This is particularly important when you are working in the kitchen, where health and safety regulations are very important at all times.
- h. Get to know the instructions for the items you are using, and if in doubt seek advice.
- i. Always report minor accidents and incidents in the appropriate log-book, and also mention such accidents/incidents to a member of staff or management committee as soon as possible.
- j. Learn where the first-aid equipment is kept, and report it to a member of staff or management committee if an item within the kit becomes depleted or defective.
- k. Always think ahead as you go about your work.
- l. Take care at all times -- it is better to be safe than sorry!

This policy will be reviewed annually.