Health and Safety Policy

Approved by the Executive Committee on: 25 May 2025

Chair: Jennie Marshall

Next review date: May 2026

Introduction

This policy is written within the framework of the Health and Safety at Work etc. Act 1974 and its subsequent Regulations. A copy of this policy should be displayed in the main office. Avenues Youth Project has a separate Safeguarding Policy.

It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of The Avenues Youth Project. Copies and subsequent amendments will be made available to all employees and volunteers.

The success of this Policy depends on the active support of all employees and volunteers to achieve its objectives.

The Avenues Youth Project recognises the need for a well-defined policy setting out the standards it aims to achieve for protecting the health and safety of staff, volunteers, young people and others.

This Health and Safety Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key staff.

1. Policy Statement

The Avenues Youth Project will provide a safe and healthy environment for staff, volunteers, young people and visitors; this will be achieved by implementing the health and safety objectives detailed in this Policy.

The Avenues Youth Project will provide for its employees and volunteers whilst working on the premises or elsewhere:

- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Information, instruction, training and supervision to enable employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health & safety;
- Adequate and accessible welfare facilities

Although the prime responsibility for health and safety under the Health and Safety at Work Act lies with The Avenues Youth Project, as the employer, high standards of health and safety can only be achieved with the full co-operation and awareness of all staff.

2. Organisation and Responsibilities

Health and Safety within The Avenues Youth Project is the responsibility of all personnel, these responsibilities are outlined below.

The **Executive Committee** is responsible for producing this Health & Safety Policy.

The **Chief Executive** is responsible for the following:

- Implementing and monitoring this Health & Safety Policy.

- Establishing and maintaining systems within The Avenues Youth Project to ensure that health & safety is effectively managed;
- Allocating sufficient resources to enable health and safety to be successfully managed;
- Ensuring this Policy is brought to the attention of all staff and volunteers;
- Making arrangements for informing staff, volunteers and young people of relevant safety procedures.
- Accidents are investigated and reported using the established procedures;
- Consulting with staff and volunteers on health and safety issues;
- Training needs are identified and met;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- Fire precautions and procedures are implemented (including fire drills);
- New employees and volunteers receive appropriate health and safety information, instructions and training, including details of this Policy, fire and other safety procedures;
- Regular health and safety inspections of the premises are carried out.

Fire Wardens

The **Operations Manager** is responsible for ensuring that certificates of trained Fire Wardens are displayed in the office, and that there is a fire warden present at all times when the premises are occupied and that each fire warden is aware of his/her responsibilities as set out below.

Fire wardens are responsible for:

- Familiarising themselves with their areas of responsibility, the escape routes and any problem areas;
- On hearing the fire alarm they are responsible for:
  - Ensuring the safe evacuation of everyone in their area(s) of responsibility
  - Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and storerooms; to ensure that everyone has safely left the building.
  - Where possible, closing windows and doors as each room is checked;
  - Reporting to the Incident Manager to inform them that everyone has safely evacuated the building, or to report any problems;
  - Ensuring that nobody re-enters the building until the Incident Manager has stated it is safe to do so;
- Ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information.
- Monitoring to ensure that fire routes and exits are kept clear at all times.

First Aiders

There is a qualified first aider present at all times

First Aiders are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Calling for an ambulance, if required;
- Looking after first aid equipment and ensuring it is restocked;
- Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

All Employees and Volunteers

Employees are required to:

- Take reasonable care for their own health and safety and that of other persons affected by their acts or omissions;
- Co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health and safety;
- Be aware of, and follow, health and safety guidelines;
- Use work equipment provided correctly, in accordance with instructions and training;
- Inform their manager of any work situations that represent a serious and immediate danger to health and safety.

In addition, female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of the mother and unborn child.

3. General Arrangements for Implementing the Health & Safety Policy

Accident/Incident Management, Reporting & Investigation

An accident is an unplanned event that results in injury or damage.

A near miss is an unplanned event that does not result in injury or damage

In the event of a young person or adult having an accident it is important for the first member of staff at the scene to assess the situation before moving the injured party.

A First Aider should be informed immediately. They will assess what needs to be done.

Such First Aider will instruct a colleague to get the first aid box and to telephone a parent if running a crèche and an ambulance if required.

First aid will be administered where necessary (see first aid procedure). The injured party will be monitored until there are no further concerns.

If the accident/incident is of serious nature and an ambulance is required the person with the facts should inform the paramedic of the situation. If the accident involves a young person they should be accompanied to hospital by a suitable adult. All accidents should be recorded in the accident book/accident form as soon as possible.

All accidents are required to be investigated by the Chief Executive or the Programme Director and action taken (including the undertaking of a risk assessment) to prevent a re-occurrence where possible.

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 e.g. major injuries, accidents resulting in employees being absent from work for more than 7 days, or members of the public going to hospital from the scene of the accident etc will be reported to the Health and Safety Executive by the Health and Safety Function.

For more information about RIDDOR refer to the HSE document Reporting Accidents and Incidents at Work: a brief guide to the Reporting of Injuries, Diseases and

Dangerous Occurrences Regulations 2013 (RIDDOR)

Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977 an employer has a duty to consult with employees on matters of health and safety.

Employees will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or get rid of those risks and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology;

Control of Contractors

The Avenues Youth Project recognises its' responsibilities in relation to the use of contractors.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will

have some health and safety responsibilities.

Clients need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

Clients are required to manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to manage and supervise the contracted work.

The Avenues Youth Project will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present.

The Operations Manager is responsible for ensuring that all contractors on site are aware of the asbestos survey, fire and emergency evacuation procedures.

The Operations Manager should inform all contractors of any known hazards that might affect them whilst at work.

Contractors in turn should notify The Avenues Youth Project of any hazards arising from their activities, which may affect the occupants of the building.

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging, then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH doesn't cover lead, asbestos or radioactive substances because they have their own specific regulations.

The Operations Manager will ensure that COSHH assessments will be carried out on all hazardous substances prior to use. The COSHH assessment, which provide information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed as appropriate, or every five years, whichever is the sooner.

All hazardous substances are to be stored in the COSHH storage facility being the cleaner's cupboard next to the disabled toilet

For further information refer to the HSE document The Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice and guidance

Display Screen Equipment

The Display Screen Equipment (DSE) Regulations 1992 (amended 2002 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the Regulations, however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, are employees who use DSE for a significant part of their normal work (daily, for continuous periods of more than an hour).

Where users are identified, the following must be ensured:

- Workstations are assessed using the HSE workstation assessment checklist and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the HSE checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety training and information is provided.

Completed User forms and DSE assessment checklists are located in the main office.

Electricity at Work

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

The repair of most portable electrical equipment requires specialist knowledge and expertise if the faulty or damaged equipment is to be restored to the necessary safe condition. The Avenues Youth Project staff may undertake minor repairs (e.g. replacement of a flexible cable) where they are competent to do so.

All portable electrical equipment such as drills, irons, kettles etc should be subject to a detailed inspection and test by a competent person at least every 12 months. A written record of the tests, in the form of a logbook or register, should be maintained and be available for examination and the equipment itself should be marked with some form of identification and the date of the most recent test.

Annual Portable Appliance Testing must be carried out by a suitably qualified fire alarm testing firm and the records maintained by the Operations Manager and held in the main office.

Fixed electrical installations should be inspected by a suitably qualified electrical testing firm at least every five years. New electrical installations and modifications to existing installations must be carried out by a suitably qualified electrical testing firm.

Further guidance can be found in the HSE guidance document (HSG107) Maintaining portable

electrical equipment.

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

The Avenues Youth Project location should have a "Responsible Person" who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include undertaking a fire risk assessment, Emergency Evacuation Plan, and Personal Emergency Evacuation Plans (PEEPS) for staff or visitors with impaired mobility.

The Responsible Person is the Operations Manager.

The competent people for fire safety are responsible for:

- Calling the Fire Brigade is the responsibility of staff members
- Liaising with the fire brigade is the responsibility of the fire wardens
- Collecting the visitors book is the responsibility of the fire wardens
- Organising fire drills is the responsibility of the Operations Manager
- Organising fire safety training is the responsibility of the Operations Manager
- Quarterly inspections of the fire alarm, emergency lighting, fire door magnetic holders are carried out by the Operations Manager
- Weekly checks of the fire alarm call points, emergency lighting and fire door magnetic holders are managed by the Operations Manager and carried out by the Caretaker.
- Annual inspection of the fire extinguisher and firefighting equipment
- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied is the responsibility of the Operations Manager. The current Fire Risk Assessment, Emergency Evacuation Plan and Personal Emergency Evacuation Plans (PEEPs), if applicable, and fire safety folder are located the main office.

It is the responsibility of the Operations Manager to ensure that the Fire Risk Assessment, Emergency Evacuation Plan and PEEPS are undertaken and reviewed as necessary and keeping the contents of the fire safety folder up to date.

Fire instruction notices are displayed throughout the premises advising the actions to be taken on discovering a fire/on hearing the alarm.

The Operations Manager is responsible for ensuring the Fire Instruction notices are appropriately displayed.

Fire Drills are conducted on regular basis and a record of the time taken to evacuate the premises and any comments are noted.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged firefighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to the Operations Manager.

First Aid

The Health and Safety (First-Aid) Regulations 1981 set out a duty of care on employers to provide

adequate and appropriate first aid provision for employees.

The First-Aid Regulations do not oblige employers to provide first aid for members of the public. However, The Avenues Youth Project, should include the public, children, young people and others on their premises when making their assessment of first aid needs.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc

Notices are displayed in the office advising of the locations of first aid boxes, also in the office, and the names of first aiders.

Any accidents requiring first aid must be reported using the Accident form/Accident book.

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, and paediatric first aid. *(Whichever is deemed most appropriate)*.

The First Aid Boxes are sited in the following locations: the main office, the kitchen and the recording studio.

The designated First Aider is responsible for maintaining the First Aid boxes in consultation with the Operations Manager.

The Operations Manager is qualified in Mental Health First Aid.

Gas Safety

Gas Safe Register is the official gas registration body for the United Kingdom, Isle of Man and Guernsey, appointed by the relevant Health and Safety Authority for each area. By law all gas engineers must be on the Gas Safe Register.

Work on gas systems and appliances can only be undertaken by persons who are Gas Safe Registered.

The Operations Manager is responsible for ensuring that gas appliances will be regularly serviced by competent persons.

Health & Wellbeing

The Health and Safety at Work Act 1974,establishes a duty for employers to ensure the health and safety of employees, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations 1999 require a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress.

The HSE defines stress as *"the adverse effect people have to excessive pressure or other types of demand placed on them"*.

The Avenues Youth Project recognises that stress per se is not an illness, but can result in stress related illness such as anxiety or depression. The Avenues Youth Project will complete a risk assessment to identify the main potential stressors and the control measures required in order to reduce the risks to staff.

Refer to the HSE Management standards for work related stress.

Information, Instruction and Training

The Health and Safety at Work Act 1974, establishes the duty of the employer to supply employees with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

The Avenues Youth Project is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new employees appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

Health and safety training records are kept by the Operations Manager.

Letting of The Avenues Youth Project Premises

Employers have a general duty under the Health and Safety at Work Act 1974, to ensure the health and safety of their employees at work, and others who are not employees but use their premises.

The Act also requires that when parts of the building are used by other organisations that there is "co-operation and co-ordination" between the two parties for the purposes of health and safety.

The Operations Manager will ensure that the appropriate health and safety information is passed to the hirer.

Where the hirer is undertaking activities that require personal qualification or proficiency, The Operations Manager will check the hirer has the appropriate insurance, prior to the letting being agreed.

Lifting Operations and Lifting Equipment (LOLER)

The Lifting Operations and Lifting Equipment Regulations (LOLER) Regulations 1998 apply to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- ✓ Lifting equipment is work equipment designed and used for lifting and lowering loads; such as cranes, lifts, and hoist; and includes its attachments used for anchoring, fixing or supporting
- ✓ Accessories for lifting are work equipment for attaching loads to machinery for lifting, such as chains, ropes, slings, hooks, shackles and eyebolts
- ✓ Load includes a person

Generally, the Regulations require that lifting equipment provided for use at work is

- ✓ Strong and stable enough for the particular use and marked to indicate safe working loads
- ✓ Positioned and installed to minimise any risks
- ✓ Used safely, i.e. the work is planned, organised and performed by competent people
- ✓ Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

The Avenues Youth Project requires that all lifting equipment be clearly marked to indicate the safe

working load. Where the safe working load is affected by the configuration of the equipment, then the equipment must be marked to indicate its safe working load in each configuration. Accessories for lifting, such as slings, must also be marked with their safe working load.

It is the responsibility of the Operations Manager to ensure all lifting equipment and accessories are marked with the safe working load.

The Avenues Youth Project also requires that all lifting operations are properly planned by competent person (someone with the relevant training and experience), appropriately supervised and carried out safely. This includes undertaking either a generic or specific risk assessment of the operation, as appropriate.

It is the responsibility of the Operations Manager to risk assess, plan and supervise all lifting operations to ensure they are undertaken safely.

Staff must not use lifting equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and from their line manager.

It is the responsibility of the Programmes Director to arrange staff training and refresher training as appropriate, and to ensure that records of staff training are maintained in the main office.

The Avenues Youth Project requires that all lifting equipment undergoes a thorough examination by a competent person before it is first put into use, unless the equipment has an EC declaration of conformity made not more than 12 months before the equipment is put into service or it is accompanied by physical evidence of its last thorough examination.

It is the responsibility of the Operations Manager to arrange for all lifting equipment and accessories to be thoroughly examined by a competent person, at appropriate intervals.

Examination records will be held in the main office.

Ongoing thorough examination must also be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination is required at least every 6 months, for other lifting equipment a thorough examination is required at least every 12 months.

All defects of lifting equipment or lifting accessories must be reported and the equipment taken out of use until the defect is rectified.

The following documentation must be kept

- ✓ An EC Declaration of conformity to be kept for the life of the equipment
- ✓ Examination reports to be kept for the following periods of time
    - Before first use, the examination reports of the lifting equipment should be kept until the equipment is no longer in use. This applies to both installed and freestanding equipment
    - Before first use, examination reports of lifting accessories should be kept for a minimum two years after the report was made
    - Ongoing examination reports should be kept until the next examination report is received or for a period of 2 years whichever is later

Further information and guidance on LOLER can be found in the following documents

"Simple guide to the Lifting Operation and Lifting Equipment Regulations 1998" HSE INDG 290.
"Thorough examination of lifting equipment – a simple guide for employers" HSE INDG 422.
"Thorough examination and testing of lifts – simple guidance for lift owners" HSE INDG 339.

Manual Handling

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

Avoid the need for manual handling, so far as is reasonably practicable

Assess the risk of injury from any hazardous manual handling that can't be avoided

Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The Programmes Director is responsible for carrying out risk assessments for all manual handling activities, which constitute a significant risk of injury to staff and to update and review as necessary.

Employees are required to

- ✓ Follow appropriate systems of work laid down for their safety
- ✓ Make proper use of equipment provided for their safety
- ✓ Co-operate with their employer on health and safety matters
- ✓ Inform the employer if they identify hazardous handling activities
- ✓ Take care to ensure that their activities do not put others at risk
- ✓ Make their manager aware of any medical/physical condition which could be made worse by manual handling

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.
Training records are maintained by the Programmes Director and held in the main office.
Further information can be found in the HSE publication Getting to Grips with Manual Handling

If a member of staff develops any medical/physical condition, the Facilities Manager should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

New & Expectant Mothers

The Management of Health & Safety at Work Regulations 1999 place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

The Regulations require a specific risk assessment to be undertaken, or an existing risk assessment to be reviewed to identify any additional control measures that may need to be taken, in relation to new and expectant mothers.

A "new or expectant mother" is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies The Avenues Youth Project in writing that she is any of the above, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work. This risk assessment must be reviewed at least every three months.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice can be found on the HSE website and in the HSE publication A Guide for New and Expectant Mothers who Work

Offsite Visits

At The Avenues Youth Project young people/children will be provided with the opportunity to participate in high quality, well organised offsite visits which will enable young people/children/adults to achieve more.

The Programmes Director will ensure that visits are meticulously planned and organised. A thorough risk assessment will be undertaken of every activity to identify potential risks hazards and dangers. And this will be recorded on the risk assessment form**.** The risk assessment will be shared with adults and staff supervising the trip.

Parents and adults supervising the visit must have the appropriate vetting and checks.

Permission consent must be obtained for all children taking part in any offsite activity without their carer.

Methods of transport must be appropriate for the distance being covered and coaches or vehicles which are hired will be safe, road worthy and meet current legal requirements for carrying children and passengers.

Staff, parents and participants in the offsite activity will be made aware of the key times and meeting points and procedures to follow if they cannot make a designated meeting point.

The Programmes Director will have emergency contact details for all activity participants (staff, volunteers and participating young people/children) and will provide the parents or other carers of all participating young people/children with the mobile phone number or numbers of the staff or volunteers whom may be contacted by the parents or other carers of all participating young people/children in the event of any queries (such as holdups in the return of the participants. A First Aiders or First Aiders will accompany every offsite activity with first aid equipment.
The Programmes Director will authorize the site visits and provide carers with detailed information about any offsite visit.

Carers will receive information on suitable clothing, lunch requirements and how they can prepare their young person/child/adult for the visit.

Personal Protective Equipment

The Personal Protective Equipment Regulations (PPE) 1992 are designed to protect people from risks to their health.

The PPE should be properly assessed before use to ensure it is suitable; be maintained and stored properly. Employees should be provided with instructions and training on how to use it safely and supervised to ensure the equipment is being used correctly.

PPE is defined in the Regulations as "all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety", e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All Personal Protective Equipment should be identified through risk assessment, but only if the risks cannot be reduced by other means.

Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking. Risk assessments must be communicated to all relevant parties and those at risk must understand the risks and control measures.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

The Programmes Director is responsible for ensuring that risk assessments are undertaken, recorded and reviewed.

The responsibility for carrying out risk assessments lies with all staff that work at The Avenues Youth Project.

Copies of current risk assessments are located the main office.

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

Note: The Regulations stipulate that a specific risk assessment must be undertaken for New and Expectant Mothers, Young Persons (under 18 years of age). Statutory risk assessments are also required for COSHH, DSE, Personal Protective Equipment & Manual Handling.

Safety, Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations 1996 places duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

The Operations Manager will ensure that where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

It is the responsibility of the Operations Manager to ensure that health and safety signs are displayed and adequately maintained.

Employees will be provided with appropriate instruction, information and training in the use and understanding of safety signs, as applicable.

Further information on safety signs and signals can be found in the HSE document Safety Signs and

Signals: The Health and Safety (Safety Signs and Signals) Guidance on Regulations.

Security

Specific responsibility for security is not set down in legislation. However, security is related to health and safety, therefore the Operations Manager, being the person with responsibility for security issues, should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff young people/children/adults.

The Avenues Youth Project will ensure young people/children/adults stay safe by providing a safe and secure environment.

Examples of security measures:

- Controlled entry system at gates and main entrance.
- Fencing around perimeter
- Intruder alarm system
- Visitors signing book and badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security

The Operations Manager will keep up to date contact details for the person or persons to be contacted at the supplier or maintainer of the intruder alarm system and the entry system in the event of any issues, such as false alarms, with the same.

Smoking

The Smoke-free (Premises and Enforcement) Regulations 2006 were introduced in England to make virtually all enclosed public places and workplaces in England smoke-free.

As a result, The Avenues Youth Projects is strictly no smoking.

The Regulations require the displaying of no-smoking signs in all smoke free premises and vehicles.

No-smoking signs, which meet the requirements of the law, are displayed in Main Entrance.

Further information can be found on the Smokefree England website.

Slips and Trips

The Health and Safety at Work Act 1974 requires employers to ensure the health and safety of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk.

The Avenues Youth Project recognises that good housekeeping is essential to preventing slip and trip accidents. Accordingly, all staff are responsible for undertaking informal daily checks of their own work areas.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken (e.g. using warning signs, barriers, etc.) and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

Workplace inspections will be undertaken by the Programmes Director on a regular basis.

All staff are responsible for undertaking informal daily checks of their own work areas.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

Violence/Personal Safety of Staff

The Health and Safety at Work Act 1974 places a legal duty on employers to ensure the health and safety of employees at work and the Management of Health and Safety at Work Regulations 1999 places a duty on the employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of The Avenues Youth Project employees will not be tolerated, and a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

Employees will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

It is the responsibility of the Programmes Director to ensure that staff are provided with appropriate information, instruction and training.

All acts of physical or verbal abuse must be reported to the Chief Executive.

The Avenues Youth Project will support any employee who is assaulted or threatened in the course of their duties.

Waste including Waste Electrical & Electronic Equipment (WEEE) Regulations

All waste generated by The Avenues Youth Project will be disposed of responsibly.

General waste will be disposed of in the wheelie bins provided by the Local Authority.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations 2005. This may be via the Local Authority facilities or through a specialist licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to employees or visitors.

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include, fluorescent tubes, car batteries, insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations 2006.

Any third party taking either hazardous waste or WEEE must be a registered waste carrier. The waste must be accompanied by a waste transfer note or hazardous waste consignment note (as appropriate) and taken to a suitable facility.

A record of all waste documentation (transfer notes, copies of licenses) must be kept.

Waste disposal will be organised by the Operations Manager.

Members of staff must not take waste in their own private vehicles or in any The Avenues Youth Project vehicle unless they are a registered waste carrier (i.e. it is no longer possible to take waste directly to a municipal refuse site). More information about registering as a waste carrier can be found on the Environment Agency Website.

Further information on the implication of the WEEE Regulations can be found on the HSE and Environment Agency websites.

Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) 1998 apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work**,** for example hammers, knives, ladders, drilling machines, circular saws, photocopiers, lifting equipment (including lifts) and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be

- ✓ Suitable for the intended use
- ✓ Safe for use
- ✓ Maintained in a safe condition
- ✓ Inspected
- ✓ Used only by people who have received adequate information instruction and training
- ✓ Accompanied by suitable safety measures, e.g. guards, markings, warnings

In addition to PUWER 1998, the Management of Health and Safety at Work Regulations 1999 require employers to carry out suitable and sufficient risk assessment of the risks to which employees are exposed to at work including work equipment.

The Avenues Youth Project will ensure that risk assessments are in place for specific pieces of equipment and effective measures taken to control the hazards associated with the use of equipment.

The Avenues Youth Project requires all employees who use equipment to undertake pre-use inspections to identify any obvious defects (e.g. damaged casings, exposed wiring, etc.). All defects to work equipment must be reported and the equipment taken out of use until the defect is rectified.

Defects should be reported to the Operations Manager.

All the equipment provided must only be used for its intended purpose.

Employees must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and instructions from their line manager. Young people using the work equipment must be supervised at all times.

It is the responsibility of the Programmes Director to arrange staff training, and to ensure that records of staff training are maintained.

All work equipment, where the failure of said item could result in a significant risk of injury, are to be

subject to at least an annual maintenance/inspection by a competent person/organization. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the Regulations. The written records of the inspection and maintenance should be maintained and be available for examination.

When work equipment has reached the end of its working life or is no longer required it must be disposed of safely.

Work Experience and Young Persons

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health and safety protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience.

Students who are under the age of 18, taking part in work experience/ placements, are considered Young Persons under health and safety law. Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young persons when carrying out their risk assessments.

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

The Programmes Director is responsible for carrying out risk assessments and maintaining records. Significant findings will be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

The Avenues Youth Project will ensure that the parents/guardians of children, i.e. those under minimum school leaving age, are informed of the key findings of the risk assessment before the placement begins.

The Programmes Director is responsible for managing work experience placements.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

More information can be found in the HSE document Young People and Work Experience: A Brief Guide to Health and Safety for Employers

Working at Height

The Working at Height Regulations 2005 requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury'.

Under the Management of Health and Safety at Work Regulations 1999 the Employer has duties to undertake risk assessments including the duty to identify, assess and control risks on their premises.

The Avenues Youth Project will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

The Programmes Director is responsible for carrying out the risk assessment for each activity involving

significant risk whilst working at height and maintaining the records.

Where work at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept.

Employees using the equipment should carry out visual checks prior to every use. They must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the appropriate manager should be informed.

All employees involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

Further information is available in the HSE documents Working at Height: A brief guide and Safe Use of Ladders and Stepladders: A brief guide

Workplace (Health, Safety & Welfare)

Employers have a general duty under the Health and Safety at Work Act 1974 to ensure the health and safety of their employees at work, and others who are not employees but use their premises.

The Workplace (Health, Safety and Welfare) Regulations 1992 expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following

- ✓ Maintenance of a safe workplace, equipment and systems of work
- ✓ Suitable and sufficient ventilation, lighting and indoor temperature
- ✓ A clean workplace and furnishings with easy to clean surfaces
- ✓ Sufficient workspace with suitable workstations and seating
- ✓ Floors and traffic routes of suitable condition and free from damage or hazards
- ✓ The prevention of people falling from height, or being struck by falling objects
- ✓ Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health and safety, and are able to be cleaned safely
- ✓ Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner
- ✓ Suitable and sufficient toilets and washing facilities
- ✓ An adequate supply of drinking water
- ✓ Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary
- ✓ Facilities for rest and to eat meals

The Avenues Youth Project will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonable practicable.

Access to Policy Statement

A copy of this statement is to be made available to all members of staff and volunteers.

APPENDIX 1 – FIRE EVACUATION PLAN

Building Name	The Avenues Youth Project	**Phone Number**	0208 969 9552
Address	3-7 Third Avenue, London, W10 4RS		

Primary Assembly Point Location Details

Primary Assembly Point Location	Opposite the Heather Walk Green Gate – by the entrance to Queens Park Primary School.
Assembly Point Address and Nearby Streets	Queens Park Primary School, Droop Street, London, W10 4DQ
Directions to Assembly Point	From Front Door
	From Emergency Exit

Secondary Assembly Point Location Details

Secondary Assembly Point Location	N/A
Assembly Point Address and Nearby Streets	N/A
Directions to Assembly Point	N/A
	N/A

Sweep Locations (list areas such as restrooms, fitting rooms, offices, back rooms and store specific areas)	
Ground Floor	Office, Arts and Crafts Room, Downstairs Hall, Kitchen, Café/Foyer, Girls Toilet, Boys Toilet
First Floor	Classroom 1, Classroom 2, Girls Toilet, Boys Toilet, Sports Hall, Recording Studio, Live Room, Radio Room

Refuge Areas	
Disabled Individuals	N/A

Other	
Number of Escalators	N/A
Number of Lifts	1
Number of Staircases	2 (Main staircase and fire exit stair case)

Emergency Evacuation

1. Turn down the music.
2. Take all the Emergency Grab Bags.
3. Announce to the team to evacuate all members, staff or visitors and proceed to the Assembly Point. Safety permitting, Youth Workers and Staff must assist everyone in exiting the building.
4. Direct designated Fire Wardens to check Sweep Locations to ensure everyone has evacuated.
5. All other staff members are to report to the Assembly Point. Fire Wardens checking Sweep Locations should report to the Senior Warden the status of the sweep.
6. At the Assembly Point, perform a roll call and be prepared to give status to the police or local authorities.
7. The Fire Warden, working with emergency responders and mall management, will determine when it is safe to re - enter the building.

1 FIRE SAFETY

Fire safety is everyone's responsibility.

- All employees, contractors and visitors are expected to follow established safety procedures to ensure the safe use of electrical/gas appliances, the safe use, storage and disposal of hazardous/combustible materials and compliance with the requirements of AYP's Policy on smoking.

2 FIRE SAFETY PRECAUTIONS

- Fire doors must be kept closed at all times (unless they are doors which automatically close when the alarm is sounded) to maintain compartmentalisation of the building and to prevent the spread of the fire and/or toxic smoke.
- Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency. Everyday objects such as boxes of paper left on an escape corridor pose serious obstacles during an emergency evacuation. Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.
- All fire fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire fighting equipment must not be removed or repositioned without authority from the Health and Safety Manager.
- Any obvious or suspected damage to, or misuse of, a fire alarm or fire fighting equipment must be reported immediately to the Head of Store.
-

3 ACTION TO BE TAKEN BY A PERSON DISCOVERING A FIRE

Any person suspecting or discovering a fire shall:

- Raise the alarm by breaking the glass of the nearest fire alarm call point
- If possible, tackle the fire with the correct type of extinguisher - BUT ONLY if there is no risk to oneself and practical hands on training has previously been undertaken. A fire should only be tackled if it is no bigger than the size of a small bin.
- If circumstances dictate, or if ordered to do so, leave the building by the nearest available exit route

4 HOW THE FIRE BRIGADE (AND ANY OTHER EMERGENCY SERVICES) IS TO BE CALLED AND WHO IS RESPONSIBLE

It shall be the responsibility of the head of store/supervisor to contact or make arrangements for the fire brigade to be called.

- Dial **999** and identify that the fire brigade are required.
- Confirm the address which is **3-7 Third Avenue, W10 4RS.** Answer all questions asked clearly and do not hang up the phone until all details have been confirmed.

5 FIRE WARNING SYSTEM (DESCRIPTION OF BELLS/SIRENS/VOICE ETC. AND SIGNALS AND LOCATION OF SYSTEM PANELS)

The system is an electric fire alarm system with automatic detection.

- The fire alarm panel is located by the main entrance on the left hand side.
- There are electronic sounders which alert the occupants that an emergency situation is possibly taking place.
- The system is linked to an externally managed call centre who will automatically contact the emergency services if the store does not contact them to notify that it is a false alarm .
- The system is an addressable system and the building is separated into a number of distinct zones.
- These zones are identified at the fire panel and allow staff to identify the location of a potential fire.

6 EVACUATION PROCEDURES (DESCRIPTION OF PROCEDURES TO BE FOLLOWED)

All staff must be familiar with the fire procedures which are posted throughout the store and can usually be found on exit routes, adjacent to fire alarm call points or portable fire equipment.
All staff must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed.
Staff should get to know their assembly points which are indicated in the fire procedure for the building.
If you have to evacuate the premises:

- **DO** exit quickly and calmly
- **DO** go directly to open air
- **DO NOT** enter an adjacent building unless directed by the Fire Safety Coordinator
- **DO NOT** stop to collect bags
- **DO** close all fire doors behind you
- **DO NOT** use lifts

Any staff not at their usual place of work on hearing the evacuation signal must leave the building and go to the assembly point. On no account must they return to their own department.
The 'break glass' fire alarm call points can be found on corridors and adjacent to final exit doors.
Portable fire extinguishers are sited in 'high risk' areas and at regular intervals on corridors/exit routes.
Fire Marshals are have been appointed and trained to manage fire and emergency situations. Any instructions they give to staff **must** be complied with as they are exercising their duties outlined in the AYP Policy.

7 KEY ESCAPE ROUTES (HOW ACCESS CAN BE GAINED, WHERE THEY LEAD TO, HOW THEY ARE PROTECTED FROM FIRE)

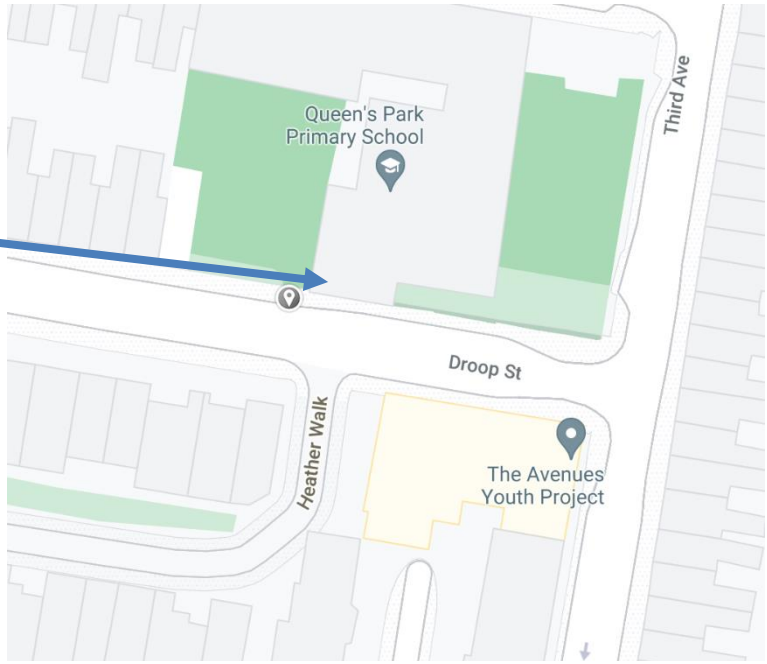
There are a number of escape routes available within the premise.

The final exits from the building are at **Ground Floor Level**, there are **2 (the main entrance and the back of the downstairs hall)**. There are **2** exits onto **Droop Street, one at the main entrance and one to the left side of the premise**.
Escape from the upper floors is **via the main stairwell or the back stairwell leading onto Heather Walk, Droop Street.**
Follow escape signage to ground floor and exit via the easiest and safest route.
Staff must make themselves familiar with the available escape routes and ensure that they remain clear at all times.

8 ASSEMBLY POINT[S]

The assembly point[s] is/are located at **Queens Park Primary School, Droop Street, London, W10 4DQ**

Assembly Point is here
Opposite Heather Walk
and outside Queens Park
Primary School



9 GENERAL RESPONSIBILITIES AND DUTIES IN THE EVENT OF A FIRE

On discovery of a fire in the premises:
A) Immediately operate the nearest fire alarm call point in order to sound the alarm throughout the premises.
B) Dial **999**, state you want the fire brigade and give the address as follows:

THE AVENUES YOUTH PROJECT, 3-7 THIRD AVENUE, W10 4RS

C) Only attempt to extinguish the fire if you are trained and proficient in the use of fire extinguishers and if you do not place yourself or any other person in danger.

Otherwise on hearing the Fire Alarm:
A) Evacuate the premises in a calm and orderly manner using the nearest fire exit. Proceed to the designated assembly point for your area.
B) Do not stop to collect your personal belongings.
C) You may be specifically designated to switch off machinery on evacuation; you should do this prior to leaving only if it is safe to do so.
D) Wait at the assembly point until you have been accounted for by your fire marshal.
E) Notify your fire marshal immediately of any persons you know who have not reached the assembly point and who may still be in the building.
F) Do not return to the building until you have been told to do so by your fire marshal, the Fire/Emergency Co-ordinator, or a fire brigade officer once the all clear has been given.

10 RESPONSIBILITIES AND IDENTITIES OF FIRE MARSHALS

The Fire Marshals for this premise are to be allocated throughout the building.
Names of the fire marshals are to be displayed and staff made aware of their identities. The names of these fire marshals are:

- **Carol Archibald, Programme Manager, Mon-Thurs (9am-6pm)**
- **Marcus Leon, Senior Youth Worker, Mon-Fri (9am-6pm)**
- **Neilah Wilson, Administrator, Tues (9am-6pm), Wed (10am-5pm), Mon, Thurs and Fri (9am-3pm)**
- **Ethan Caprice, Lead Youth Worker, Mon-Fri (3-6pm), Sat (11am-4pm)**
- **Candice Fontaine, Lead Youth Worker, Tues (6-9pm), Sat (11-4pm)**
- **Wayne Louis, Lead Youth Worker, Fri (6-10pm)**
- **Ridwaan Ali, Lead Youth Worker, Mon, Tues, Thurs (3-6pm), Sat (1-4pm)**
- **Shivani Dodhia, Operations Manager, Mon-Fri (9am-6pm)**
- **Simon Birmingham, Lead youth worker, Wed and Fri (3-6**

Their duties include:

- On discovering a fire to dial **999**
- Sound the alarm by activating the nearest call point (on the route of escape)
- Only consider trying to extinguish the fire, if it safe and if proper training has been given, e.g. knowledge of which extinguisher to use on each fire and how to handle the fire extinguisher.
- Evacuate everyone from the area, directing them towards the designated assembly point.
- Those with responsibilities to sweep areas must do so immediately ensuring that the search is thorough and all areas are checked.
- Check everyone is present as far as is practical.

If an individual is missing make a note of their name and the last place they were seen; do not re-enter the building to find them. Report this to the building Fire/Emergency co-ordinator.
Always ensure that you are in communication with the personnel waiting at the Assembly Point and keep them updated with the situation.

11 RESPONSIBILITY AND IDENTITY OF THE FIRE/EMERGENCY CO-ORDINATOR

The Fire / Emergency Co-ordinator shall be the **most senior manager at the time**.

- The building Fire/Emergency Co-ordinator must check with the Fire Marshals that all persons that have been evacuated have been accounted for.
- The building Fire/Emergency co-ordinator must liaise with the officer in charge of the first fire appliance to arrive on site and inform them of any persons known or believed to be unaccounted for.

- The building Fire/Emergency co-ordinator should liaise with the officer in charge of the fire brigade to ensure that the all clear has been given by them and that no fire exists.
- The building Fire/Emergency co-ordinator will notify the fire wardens that personnel may return to the premises.
- The building Fire/Emergency co-ordinator **has absolute control over ALL personnel** on site.

12 ARRANGEMENTS FOR SAFE EVACUATION OF PERSONS IDENTIFIED AS BEING ESPECIALLY AT RISK FROM FIRE

Vulnerable persons are those people who may not be able to recognise that an emergency is taking place or cannot evacuate a building unaided.
Where a member of staff falls into this category **a personal emergency evacuation plans is to be drawn up**. The evacuation strategy will be specific to the needs and abilities of the individual in question.
As the premises offer access for all, it is necessary that consideration be given to the following vulnerable groups. Staff should remain vigilant to the presence of those members of the public/visitors that may require assistance in the event of an emergency.

WHEELCHAIR USERS AND PERSONS WITH MOBILITY PROBLEMS
Where possible, we offer free access to all. Access to upper floors can in many instances be gained via passenger lifts either within the buidling. However, no lift can be used in the event of a fire.
Staff trained in the use of an evac chair are responsible for evacuating disabled persons from the building. There will be an appropriate number of staff trained to ensure that on all occasions cover is provided. A team of individuals must vacate the building via the refuge to aid the evacuation of any person requiring assistance or to ensure that all occupants have evacuated unaided. These members of staff will have received fire training which will allow them to risk-assess an emergency situation prior to evacuating via an alternative route through the building.
If, due to the nature of the illness/injury, the individual can not be removed from their wheelchair without risk of serious injury, movement to a point of temporary refuge will be considered as part of the personal evacuation strategy and waiting for the fire brigade to assist is considered reasonable.

DEAF/HEARING IMPAIRED PERSONS
There are few visual fire signals within the building. Staff with responsibilities for sweeping areas must consider that individuals with hearing impairments may not be aware that an emergency situation is taking place. As such the sweep of areas such as toilets must be thorough.

BLIND/VISUALLY IMPAIRED PERSONS
Blind/visually impaired members of staff are advised to locate evacuation and assembly points in their early days in the building and should make contact with the Fire coordinator for their building to be advised on the fire evacuation routes from that building. It is essential that this takes place immediately on arrival rather than wait until an evacuation takes place.
In the event of a member of the public or visitor having a visual impairment then they are unlikely to know the locations of all the evacuation points. Staff should be trained in providing assistance to these individuals and ensure that they are evacuated safely and fully out of the building.

13 FIRE FIGHTING EQUIPMENT PROVIDED (LOCATIONS AND DETAILS)

Fire fighting equipment has been provided within the store. This includes:

FLOOR LEVEL	LOCATION	EXTINGUISHER TYPE	NUMBER
Ground Floor	Office	Carbon Dioxide	
Ground Floor	Arts and Crafts	Carbon Dioxide	
Ground Floor	Downstairs hall	Carbon Dioxide	
Ground Floor	Entrance	Water	
Ground Floor	Kitchen	Co2/ wet Chemical	
Ground Floor	Kitchen back door	Foam	
Ground Floor	Fire Exit Back door	Water	
First Floor	Sports hall hallway	Carbon Dioxide	
First Floor	Classroom hallway	Water	
First Floor	Classroom 1	Carbon Dioxide	
First Floor	Classroom 2	Carbon Dioxide	
First Floor	Sports hall	Carbon Dioxide	
First Floor	Fire exit	Water	
		Total number	13

Fire extinguishers have been provided to extinguish small fires and to aid escape from the premises. They should only be used by persons trained to do so.

14 TRAINING NEEDED BY EMPLOYEES AND ARRANGEMENTS FOR GIVING SUCH TRAINING

All new employees shall be given local fire safety induction training by their Line Manager (or other appropriate person) in the first week of employment. This will include identification of escape routes, location of fire extinguisher and call points, where the assembly point is and any local hazards that they need to be aware of.

All employees shall be given general fire safety awareness training at least every two years by the Line Manager or appropriate person who should ensure that local systems are in place to enable this to take place.

The Operations Manager should ensure that Fire Marshals have been appointed and have been trained by a professional body. The **Evacuation Procedures and the Assembly Points** shall be displayed on Fire Action Notices located at strategic points throughout the premises.

15 FIRE DRILLS

In accordance with fire safety legislation, fire evacuation drills will be carried out by a Fire Marshal **at least every six months**. The drills will monitor the effectiveness of the local evacuation procedures and, where necessary, identify required changes. They will also time the evacuation and compare the time to a previously determined acceptable time for the particular building, based on national standards and accepted good practice. In cases where the evacuation takes longer than the expected time, a second drill may be carried out at a later date.

APPENDIX 2 – PERSONAL EMERGENCY EVACUATION PLAN (PEEP) TEMPLATE

PERSONAL EMERGENCY EVACUATION PLAN TEMPLATE

To be completed by the member of staff receiving the visitor or if it applies to a staff member - their line manager

Personal Emergency Evacuation Plan (PEEP)			
Name		Work area	
Visitor ☐ Employee ☐ Tick as appropriate			
Awareness of procedure			
You have been briefed on the fire alarm procedure	(tick box once briefed) ☐		
You will be alerted to a fire alarm…	…through our existing alarm system ☐ …through other means ☐ (please specify)		
Assistance required			
What assistance will you require in the event of an emergency alarm being activated?			
Is there any equipment you have or require to aid with evacuation in an emergency?			
Designated Assistance			
The following people have been designated and briefed on how to provide you with assistance to get out of the building in an emergency:			
Name			
Name			
Personalised Evacuation Plan - Summary			
1 – How will you know the alarm has been raised?			
2 – Who's coming to help you?			
3 – How will you get out?			
Signed by relevant visitor/employee		Date	
Signed by person completing the PEEP		Date	