



Health & Safety at Work



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Statement of Intent

The provision recognises that as an employer the provision has a responsibility to ensure the health, safety and welfare at work of the provision's employees, whether paid or voluntary. The provision also recognises that it has a responsibility to any other people who may be affected by its activities.

In accordance with the Health and Safety at Work Act, the provision maintains safe working conditions and ensures that all employees, paid or voluntary, are sufficiently aware of and practise safe systems of working.

Trustees Reviewed 1 October 2020
Next Review due October 2022



1. Specific Responsibilities

The overall and ultimate responsibility for Health and Safety within the Hollow Lane Club (HLC) rests with the members of the Management Team and the Trustees.

The General Manager will generally advise the Management Team on the implementation of its Policies and Practices. Members of the Management Team will be responsible for areas/activities in which they are involved:

- By ensuring that the Health and Safety Policy is satisfactorily implemented
- By ensuring that all new employees, whether paid or voluntary, are aware of and observe the Policy
- By conducting a full investigation of any accidents or incidents that result in injury.

All employees, whether paid or voluntary, have a responsibility for Health and Safety including the safety of others that may be affected by their acts or omissions. As such, they should familiarise themselves with the Health and Safety Policy of the provision and the safe practices appropriate to their place of work.

2. Staff Responsibilities

The Duties of the Trustees

- To produce and regularly review the Health & Safety Policy for the HLC. This policy will reflect the requirements of the Health and Safety at Work Act 1974 by outlining arrangements to ensure, so far as it reasonably practicable, the health, safety and wellbeing of staff, children and young people and others affected by the organisation.
- To monitor both compliance with, as well as the effectiveness of, this policy.
- To provide adequate resources to ensure compliance with this policy.

The Duties of the General Manager, Management Team/Club Managers

Club Managers have day to day responsibility for health and safety management and will take all reasonable, practicable steps to secure the health and safety of children and young people, staff and



others using the HLC premises or participating in related offsite activities.

In particular, they will:

- Ensure that suitable and sufficient risk assessments of the HLC activities are undertaken and that these assessments are subject to regular review
- Co-operate with the Trustees to ensure that this policy and it's associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people
- Report to the Trustees annually on health and safety performance and the effectiveness of this policy
- Ensure that the premises and equipment are in a safe and serviceable condition and any concerns are reported to the relevant Site Manager of the site
- Report to the Trustees any significant risks or policy requirements which cannot be met within the budget
- Identify the training needs of staff, ensure that they are competent to carry out their roles and provided with adequate information, instruction and training
- Promote a positive health and safety culture by leading by example
- Co-ordinate and manage the risk assessment process for the HLC
- Collate accident and incident information (including near misses) and, when necessary, carry out accident and incident investigations

The Duties of Team Leaders and Play Workers

All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

They must ensure that:

- Risk assessments are in place and read for the work areas and activities (on and off site) for which they are responsible and participating in and that identified control measures are implemented
- Take reasonable care for the health and safety of themselves and others in undertaking their work



- Comply with the HLC and Learn to Live policy arrangements at all times
- Report all accidents and incidents in line with the reporting procedure
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent/have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons

Children and Young People

In accordance with their age and aptitude, are expected to:

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the HLC and Learn to Live and, in particular, the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

3. Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Health and Safety Service. Risk assessments are available for all staff to view on the Evolve System and are held centrally in the Risk Assessments Folder as well as the folder for off site activities. Where possible, appropriate staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually by relevant staff.



4. Accidents

Prevention and Reporting

Maintenance of property and equipment to ensure personal safety is the overall responsibility of the Management Team . All employees, whether paid or voluntary, are responsible for the correct and safe use of all property and equipment in the provision and for the reporting of any faults or hazards to their supervisor or the Management Team.

The aim of any policy relating to accidents must stress that in the first instance every effort should be made to avoid an accident happening. The following list provides an indication of areas that require special attention –

- Beware of wet floors
- Equipment should not be left turned on when unattended and in such a position as to cause others to trip over it
- Doors and drawers should be closed when not in use
- Equipment should be stored in a safe manner in cupboards
- Filing cabinets should not be overloaded
- Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels
- Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person
- Correct methods must be employed when lifting or moving heavy objects
- Working areas must be kept tidy and clear of obstruction
- Fire doors must not be wedged open

In the event of an accident, employees, paid or voluntary, have a duty to report to their immediate supervisor any such incidents; to assist in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence. A report of all accidents should be brought to the attention of the Management Team and consequently the Trustees.

Accident Record Books

All accidents resulting in personal injury must be recorded in the appropriate accident book which are kept in the HLC Office, ETC and Dartington site.



RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Your Responsibilities Under RIDDOR

You must report certain work-related incidents to the Health and Safety Executive. They have an Incident Contact Centre – telephone 0845 300 9923. They can advise you if you do need to report specific incidents and about what records you should keep.

You should report any of the following that happens to a member of the public, including a parent or child, or an employee on your premises.

- A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock
- A reportable disease
- A dangerous occurrence, which didn't but could have resulted in a reportable injury
- An injury resulting in hospital admission

First Aid Boxes

The accident books are kept in the HLC office, ETC and Dartington site. The first aid boxes are on the wall in each room and on transport. It is the responsibility of the Club Managers to ensure that the box is properly stocked. The first aid boxes are regularly checked by Managers.

The provision has an appointed first aider – Mary Roche, General Manager as well as other first aid trained staff.

5. Cleanliness of Premises

The provision recognises that it has a duty to set appropriate standards of cleanliness throughout its premises and to maintain these by –



- Investigating and acting upon any accidents/incidents that have occurred due to lack of cleanliness
- Providing enough funding to achieve and maintain a good standard of cleanliness
- Providing facilities for the safe and convenient storage of cleaning equipment and materials
- Promoting good housekeeping practices amongst employees and other users of the premises

All employees, whether paid or voluntary, have a responsibility to maintain a good standard of cleanliness by –

- Observing good personal and environmental hygiene practices
- Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned
- Tidying up and putting away equipment and materials after use
- Cleaning up spillages, debris, litter etc. as soon after the occurrence as possible
- Reporting any shortfalls in standards to the appropriate person

COSHH

The Control of Substances Hazardous to Health Regulations

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

The Club Manager is to inform staff of any hazardous substances which it proposes to bring onto the premises for use by employees, paid or voluntary or other users.

Any person(s) using such chemicals must observe the following guidelines –

- All substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place preferably under lock and key;
- All hazardous substances eg bleach, solvents, glues containing solvents are to be used with care;



- Always read the label before use and follow the manufacturer's instructions;
- Avoid inhalation, ingestion and skin contact of all chemical substances;
- Always wear the appropriate protective clothing eg gloves etc;
- Products must never be mixed as this could give rise to hazardous by-products eg bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic;
- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

6. Contractors/Entertainers

All contractors must report to the Club Manager where they will be asked to sign the visitors' book. Contractors will be issued with guidance and requirements for safe practice whilst on site.

7. Driving Safety

All persons driving on behalf of the provision have a responsibility for their own safety and to ensure that their acts or omissions do not endanger the safety of others. They also have a responsibility to adhere to the principles laid out in this policy.

If on occasions, a person uses their own vehicle for transporting service users, it is their responsibility to ensure that their vehicle is properly insured, taxed, has a current MOT and is roadworthy.

Business Car Insurance – if a member of staff uses their vehicle for Club use, a copy of their car insurance (showing business cover) and driving licence should be kept on file.

Principles of Safe Driving

- All drivers must hold a current and relevant licenced including a Devon County Council minibus driving licence
- All drivers must read and observe the Highway Code
- Speed limits must be observed



- Seat belts must be worn at all times and appropriate car seats must be used when transporting toddlers and young children
- The authorised number of passengers must not be exceeded
- Passengers must not be allowed to alight until it is safe for them to do so
- Vehicles must not be left with the engine running when parked or being refuelled
- Drivers must not be under the influence of alcohol during the provision's business
- Drivers are reminded that smoking or other distracting actions whilst driving is not safe practice
- The safety of the unborn child must be considered in the case of pregnant female drivers and medical advice in relation to pregnancy and driving must be respected
- Drivers may need to be aware that they may need to notify their insurance companies to ensure that they are adequately covered
- The use of mobile phones whilst driving, including hands free, is not permitted.

8. Electrical Safety

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc. before using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves.

The following list shows examples of electrical faults –

- Equipment not working
- Loose wiring
- Broken casing around wires or applications
- Electrical arcing (sparks)
- Plugs becoming warm

All employees, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, ie.

- Ensure that hands are dry before using an electrical appliance
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions



- Leads should never be pulled to remove a plug or to lift or move an appliance
- Switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use
- Sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice)
- If extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else.

All electrical equipment will be maintained on a routine basis.

9. Environment and the Workplace

The provision is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable. Employees, paid or voluntary, have a responsibility to co-operate to maintain this environment.

Lighting

Must be suitable and sufficient in every part of the provision through which people either pass or work. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.

The Control of Noise at Work Regulations 2005

Apply to all workplaces requiring assessment of noise levels and taking of appropriate preventative action where excessive.

Space

Around machinery and equipment must be adequate to ensure that safe working practices are achievable.

Heating

The provision must ensure that a reasonable temperature (not less than 16 centigrade) can be maintained in every room in which people are employed to work.

Ventilation



Must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air.

10. FIRE PRECAUTIONS

The Management Team is responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in buildings and educating employees, whether paid or voluntary, in safe practices.

It is the duty of all employees, paid or voluntary, to co-operate in the implementation of this Policy and to report to the Management Team any instances where the proper procedures are not being implemented eg. wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment.

Within the premises, the provision operates a policy of No Smoking.

In the event of a fire:

Don't panic – follow the Fire Procedure

Do not tackle the fire unless:

- You have been trained to do so
- You feel able to do so
- You do not put yourself at risk
- The fire is small

Remember the important thing is to save lives, not property. All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken annually for each club. Evacuation procedures are also made known to all contractors/visitors.

The General Manager is responsible for ensuring that the Fire Logs are kept up to date.

Fire Procedure

If you discover a fire

- 1) Immediately raise the alarm



- 2) If in charge of children, pass their care to the nearest member of staff
- 3) Tackle the fire if possible with the appliances provided, but without taking personal risk
- 4) Leave the building, assisting with the evacuation of the children

On hearing the fire alarm

- 5) (Nominated Person) will call the Fire Service immediately
- 6) Dial 999 and ask for the Fire Service
- 7) Wait for the Fire Service to answer
- 8) Give the full address clearly
- 9) Evacuate the children in your care by using the nearest available exit and keep the children together
- 10) Proceed to the assembly point
- 11) The Club Manager will take a roll call to ensure that no-one has been left in the building
- 12) Do not stop to collect personal belongings
- 13) Do not re-enter the building until told to do so by the Fire Service

11. Food Handling

The provision has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food and an appropriate number of staff will hold a level 2 Food Hygiene Certificate.

All employees, paid or voluntary, who handle food, have a responsibility to –

- Maintain a high standard of personal hygiene
- Refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge
- Report shortcomings to the appropriate person eg. faulty or damaged storage, preparation and service equipment
- Ensure personal dietary needs are adhered to.

Keep it Clean – Keep it Cool – Keep it Covered

- Food and food only, must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc)



- Saucepan handles should not overhang stove or worktop edges
- Any food or liquid spillage must be cleaned up immediately
- When cooking food, recipes or packet instructions must always be followed
- Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service at a later time
- Signs of any type of pest infection must be reported immediately

Principles of Safely Using Equipment in Catering Areas

- All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use
- All equipment must be used according to manufacturer's instructions
- Doors and lids of equipment in use should always fit securely
- Hob burners, grills, ovens etc. must always be turned off when not in use
- All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately
- All equipment and working surfaces must be kept in a clean and hygienic condition
- Cleaning chemicals should be used at the prescribed dilution rate.

12. Health and Hygiene

The provision recognises that hygiene is a basic part of any health and safety programme. As such, the Management Team is responsible for ensuring that the premises are cleaned regularly and that a good standard of cleanliness is achieved overall. Washing and toilet facilities are provided and maintained. Any shortcomings should be reported immediately to the Club Manager who will ensure that the necessary action is undertaken.

The provision's premises are designated as No Smoking.

Employees, paid or voluntary and other users, have a responsibility to ensure that their personal hygiene meets an acceptable standard and that they observe good environmental hygiene practices, eg by using the appropriate waste bin for the disposal of rubbish.



Employees are required to follow all the latest guidelines and updates regarding infection control, risk assessments etc particularly in relation to the Covid 19 pandemic.

13. Induction and Training

All employees, paid or voluntary, read through this policy as part of their induction programme. The Management Team has a duty to ensure they are aware of current legislation and that relevant information is disseminated to the appropriate person.

14. Lifting and Manual Handling

The HLC recognises its responsibility to ensure the health, safety and welfare of its employees as far as is reasonably practicable. It is the policy of the Club to conform to the requirements of the Manual Handling Operations Regulations 1992.

We aim to-

- Avoid manual handling operations, which are a risk to its employees as far as is reasonably practicable
- Assess all operations involving manual handling procedures judged to be potentially hazardous, and reduce the risk to the lowest level, which is reasonably practicable
- Provide all employees involved in manual handling of children with training covering the key elements for safe handling processes
- Any employee who has any difficulty whatsoever or experiences any physical discomfort in carrying out manual handling at The Hollow Lane Club, should speak to their line manager during supervision time.

15. Personal Safety and Security

The HLC believes that staff should not be expected to put themselves in danger and will not tolerate violence/threatening behaviour to its staff. A separate specific Behaviour Policy is in place.

Staff will report any such incidents in accordance with agreed accident/incident reporting procedures.



Working alone with children and young people will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by a member of the Management Team in order to identify and implement control measures.

Reviewing the Policy

The Policy will be reviewed every two years unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of the provision that require changes to be made.



APPENDIX

Health and Safety at Work, Work Place Policy Statement, Checklist

Club Managers or Team Leaders should check the room areas for which they are responsible as follows

1 Doors and Windows

Check that:

- 1.1 Doors are unobstructed
- 1.2 Glazed doors are sound (and if required fire resistant)
- 1.3 There are no doors with -
 - loose or broken hinges
 - damaged or sticky catches
 - broken wood panels or broken glass panels
 - loose or stiff handles
 - defective closing mechanisms
 - obscure vision panels
- 1.4 Doors that are liable to blow open have suitable restraints
- 1.5 Glass in windows is not broken or badly cracked
- 1.6 Windows normally used as a means of ventilation open easily without undue force being applied, but where necessary the opening can be restricted to prevent an accidental fall
- 1.7 Windows do not jut out dangerously when opened
- 1.8 Windows do not have broken fastenings or cords
- 1.9 Where necessary a window pole is available

2 Electrical Equipment

Check that -

- 2.1 All electrical equipment is maintained in a safe condition. Do this by a visual examination to ensure that all looks to be in order
- 2.2 Mains electrical distribution areas and electric meter cupboards are avoided for storage purposes and access restricted to authorised persons only

3 Lighting

Visually check that -

- 3.1 All the light fittings are working
- 3.2 Light switches are not loose, cracked or broken

4 Plugs, Sockets and Leads

Visually check that -

- 4.1 Plugs are in good condition with no cracks or pieces missing
- 4.2 Sockets are in good condition with no cracks or pieces missing
- 4.3 Socket screws and mountings are secure
- 4.4 Sockets are situated in safe positions, convenient for the equipment to be used
- 4.5 Indicator lights where fitted on sockets function
- 4.6 Insulation on leads is not cracked or frayed
- 4.7 Leads are without knots, joints and free of 'kinks'
- 4.8 Ensure drum extension leads are not used when coiled
- 4.9 Leads are correct length for the equipment being used
- 4.10 There are no hazardous trailing leads
- 4.11 Multi-point adapters are not being used



- 4.12 Leads and flexible cable are securely fixed at both equipment and plug ends

5 Electrical Equipment

Check that –

- 5.1 Fixed and portable electrical equipment is not damaged and as far as you are aware in operation correctly
- 5.2 Copies of manufacturers' instructions/operating manuals are easily accessible
- 5.3 Equipment is only being used for purposes for which it was intended
- 5.4 All electrical equipment is switched off and where appropriate unplugged when not in use
- 5.5 On/off indicator lights where fitted function correctly
- 5.6 No unauthorised equipment is in use
- 5.7 Second-hand purchases or hired items of equipment have been test for safety before use

6 Use of Gas

Check that –

- 6.1 All gas taps are closed when not in use
- 6.2 The location of gas isolator valves and main gas cocks are known and accessible and that they are clearly labelled
- 6.3 Nothing is stored near gas meters
- 6.4 Portable LPG equipment is used in accordance with the Chief Fire Officer's recommendations

7 Fire and Emergency

Check that –

- 7.1 Evacuation procedures are prominently displayed in each room and drills are held regularly
- 7.2 Fire extinguishers are regularly checked
- 7.3 Fire alarms are audible throughout the building
- 7.4 All designated fire exits are clearly marked
- 7.5 Adequate assistance is provided for disabled in the event of fire or emergency
- 7.6 Materials are not used or stored in a manner likely to cause a fire hazard eg. near to a heat source

8 First Aid

Check that -

- 8.1 Notices are posted in prominent places indicating the name of members of staff responsible for first aid and the location of first aid boxes
- 8.2 Suitable equipped first aid boxes are available and easily accessible in each classroom
- 8.3 Disposable gloves are kept with first aid box
- 8.4 All club members' drugs are clearly labelled with full instructions and stored in child proof containers at the appropriate temperature

9 General

Check that –

- 9.1 All cupboards fixed display units etc. are stable



9.2 Classroom furniture is not so badly damaged as to be the cause of injury or hazard and that wherever possible there are no sharp edges or corners

9.3 Furniture is positioned safely

9.4 All shelf-mountings are secure

2. GENERAL AREAS

(a) Corridors and Passageways

- i) Steps/stair treads are not badly worn or broken
- ii) Bannisters/rails are sound
- iii) All areas are adequately lit
- iv) Stair covering is sound, ie. trip free
- v) All areas are free from obstruction
- vi) Fire doors are not wedged or kept in a permanently open position
- vii) Floors are not inherently slippery
- viii) Vision panels are not obstructed on swing doors

(b) Doors and Windows

- i) Doors are unobstructed
- ii) There are no doors with –
loose or broken hinges
damaged or sticking catches
defective closing mechanism
- iii) Glass in windows is not broken or badly cracked
- iv) Windows open easily without undue force, and allow for adequate ventilation
- v) Where necessary a window pole is available

3. ELECTRICAL EQUIPMENT

Check by looking (visual inspection)

(a) Cables and Plugs

- i) For signs of damage, eg. cut, abrasions (apart from light scuffing) to the cable covering
- ii) Damage to the plug, eg. the casing is cracked or the pins are bent
- iii) Non standard joints including tape joints in the cable
- iv) The outer covering (sheath) of the cable not being gripped where it enters the plug of equipment. Looking to see if the coloured insulation of the internal wires is showing
- v) Leads are not coiled, nor trailing and have adequate length for the equipment used
- vi) Multi point adapters are not being used (except for the fuse multi gang extension sockets on low wattage equipment)

(b) The Equipment

- i) Copies of operating instructions are readily accessible
- ii) Equipment that has been used in conditions where it is not suitable, eg a wet or dusty area



- iii) Damage to the outer cover of the equipment or obvious loose parts of screws
- iv) Overheating (burn marks or staining)
- v) Equipment is switched off and unplugged at the end of the day
- vi) Is the item being maintained?

(c) Lighting, Heating and Space

- i) Light switch is not broken
- ii) Light is adequate for work undertaken
- iii) Heating is adequate

4. FURNITURE/MACHINERY

Check that –

- i) Desks, tables, chairs are in sound condition and positioned safely
- ii) Dangerous parts of machinery are properly guarded eg. guillotine
- iii) Lifting and carrying of equipment is performed safely
- iv) Caution is exercised in the use of steps/step ladders
- v) Paper/combustibles are kept clear of heat sources
- vi) Waste paper is stored and disposed of adequately
- vii) Plan cabinets are bolted either to wall or to floor

5. SANITARY FACILITIES

Check that –

- i) Sanitary facilities are kept clean and tidy
- ii) Soap and hand dry facilities are available

6. FIRST AID ARRANGEMENTS

Check that –

- i) First Aid notices are prominently displayed
- ii) Locations of First Aid boxes are marked
- iii) First Aid boxes are adequately stocked with the approved items

7. FIRE AND EMERGENCY

Check that –

- i) Evacuation procedures are prominently displayed in each room and drills are held regularly
- ii) Fire extinguishers are regularly checked
- iii) Fire alarms are audible throughout the building
- iv) All designated fire exits are clearly marked
- v) Adequate assistance is provided for disabled people in the event of fire or emergency
- vi) Materials are not used or stored in a manner likely to cause a fire hazard eg. near to a heat source