

TSC GENERAL SAFETY RULES

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The committee has carried out Risk Assessments. The following practices **must** be followed to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring**
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height **until they are properly secured, and another person is present**
- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- When moving heavy or bulky items (stacked chairs) - use the sack trolley provided.
- Please fasten the straps to secure the brown tables in their storage trolley
- Do not stack more chairs in piles of more than 10 high.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool. Do not take off the lids of the urns without oven gloves or tea towels to protect your hands.
- Do not allow children in the kitchen except under close supervision (e.g., for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- **DAMAGE/FAULTS- Report** any evidence of damage or faults to equipment or the building's facilities **AS SOON AS POSSIBLE** to:
 - **Caretaker on 07549 610 034 or the Chair, Denis Nightingale of The Stithians Centre on 07432 476 665**, so the problem can be dealt with.
- **Where equipment is damaged, please put a notice on it** warning that it should not be used and place it out of reach
- **Report** every accident in the accident book and to the Chair Denis Nightingale **07432 476 665**
- **THE ACCIDENT BOOK IS KEPT IN THE STORAGE CUPBOARD ROOM NEAR LIFT IN THE FOYER**
- **THE FIRST AID BOX IS KEPT IN THE STORAGE CUPBOARD ROOM NEAR THE LIFT IN THE FOYER**
- Any Hazardous substances should be locked in the Caretaker's cupboard.

- If you see any hazardous substance that has been left out accidentally, **please report it IMMEDIATELY** to the caretaker on **07549 610 034** or the Chair on **07432 476 665**.

It is the intention of The Stithians Centre to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

General Safety Rules July 2021