



Joseph Cowen Lifelong Learning Centre

A Charitable Incorporated Organisation

Charity number 1174080 www.josephcowen.org.uk

EXPLORE

EXPLORE HEALTH & SAFETY GUIDANCE FOR BRUNSWICK METHODIST CHURCH

Please note that more detailed information can be found on the JCLLC website and in the Tutors' Pack.

- **All** attendees must sign in to the register at **the start** of the session.
- If there is a need to evacuate the building the Explore volunteer supporting the session **must** take this register with them so that they can check that everybody has left the building safely.
- In an emergency, please contact emergency services immediately unless you are certain that someone else has contacted them already.
- **Your location is:** Brunswick Methodist Church, Brunswick Place, Newcastle upon Tyne, NE1 7BJ. If an ambulance has been called, please ask someone to wait at the entrance so that they can direct the paramedics to the right place.
- If First Aid is required, please only do so to your level of confidence. A First Aid kit is in the venue Office and in the Café area. For extreme medical emergencies immediately call an ambulance on 999.
- The **defibrillator** is at the top of the stairs behind café area. It does not require a code, and it has automated directions for use. Please alert the caretaker on duty of the emergency.
- In Case of **Fire** raise the alarm by operating the nearest manual call point or by simply shouting 'FIRE, FIRE, FIRE' and making other occupants aware of a fire situation
- Call the Fire Service by dialling 999 and inform them of the incident.
- **Fire extinguishers** are available in the Main Hall and in the corridor outside the first-floor rooms.
- Leave the building **immediately** if you hear the fire alarm and report to the Assembly Point in the car park area of Brunswick Place.
- Do **not** use the lift. People requiring assistance on the first floor should wait at the **Refuge Point** by the lift where the caretaker will guide them to the Safe Zone.
- Do **not** re-enter the building for any reason until authorised to do so by the Fire Warden or Fire fighters.

EMERGENCY SAFETY/EVACUATION GUIDANCE