



Joseph Cowen Lifelong Learning Centre

A Charitable Incorporated Organisation

Explore Health and Safety Policy

- Is to conform to the following Procedures and Policies of Brunswick Methodist Church
 - 1.) [Fire Safety Procedures including their Evacuation Plan](#)
 - 2.) [Risk Assessment](#)
 - 3.) [Accident & Emergencies](#)for all time spent on site
- Is to complete an Explore Risk Assessment for all walks, visits etc off site
- To inform all tutors of Health & Safety procedures
- To keep a register of attendees during a session

Attached:

Copy of Health & Safety Procedures circulated to Tutors



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Health and safety Procedures (As detailed from Tutors Pack)

All attendees must sign in to the register at the start of the session.

Please follow additional instructions from venue/staff regarding any emergency procedures (eg relevant assembly points).

In an emergency, please contact emergency services immediately unless you are sure someone else has contacted them already. If First Aid is required please only do so to your level of confidence and always make sure emergency services have been called first.

For extreme medical emergencies (e.g. suspected heart attack or stroke) immediately call an ambulance on 999

Your location is:

(Likely) Brunswick Methodist Church, Brunswick Place, Newcastle upon Tyne, NE1 7BJ

(Also Poss. Newcastle Arts Centre, 67 Westgate Road, Newcastle upon Tyne, NE1 1SG)

Defibrillator – there may be a defibrillator in the manager's office (upstairs behind café area) which has automated directions for use.

After calling the ambulance, please ask someone to wait at the entrance so that they can direct the paramedics to the right place. Try to keep them informed of what is happening also.

- At Brunswick MC there is a First Aid kit in the venue Office and in the Café area. The Caretaker on duty may also be a First Aider so should be alerted asap.
- For any minor injury requiring trained medical advice (e.g. cuts, bruises, sprains, earache, aches and pains) there is a nurse-led Minor Injuries Unit at the RVI open 8am to 9pm, tel: 0191 2820531.
- For more serious problems, go to the RVI Accident & Emergency Department. If necessary, phone for a taxi.



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In Case of Fire (Discovering Fire or Hearing Fire Alarm)

Action to Take if you Discover a 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 dialing 999 and inform them of the incident
- If it is safe to do so and you are trained in the use of portable fire extinguishing equipment including fire extinguishers and fire blankets, tackle the fire with equipment available
(continued next page)

- DO NOT put yourself at risk
- Leave the building by the nearest available FIRE EXIT closing all doors behind you
- Report to your Assembly Point (eg Brunswick Place)

Action to Take On Hearing the Fire Alarm

- Immediately leave the building by the nearest available FIRE EXIT
- Close all doors behind you
- Do not stop to collect personal belongings
- Do not use lifts
- Follow instructions given by Fire Wardens
- Report to your Assembly Point
- If you require assistance to leave the building, go to the nearest Refuge Point and wait until assistance arrives
- Do not re-enter the building for any reason until authorised to do so by Fire Wardens

The **Fire Assembly Points** are currently as follows:

Brunswick Methodist Church – Brunswick Place

Newcastle Arts Centre – Joseph Cowen Statue on Westgate Road/Cross Street

General H&S: Tutors or students must not attempt to move equipment or furniture in the lecture rooms. If you need furniture or equipment moved please speak to the volunteer on hand or to someone in the venue's office.