

Members of the Society are responsible for their own safety and must not do anything nor should they behave in a manner that could jeopardise either their own safety or the safety of others.

Please be aware, at all times, of the potential risks to your health and safety when attending meetings of the Society at the City Academy Norwich, 299 Bluebell Road, Norwich, NR4 7LP.

The Identified Risks Include:

Falling: the result of tripping over either outside the hall or during meetings of the Society. Identified potential hazards include for example, uneven external paved areas, using stairs, chairs and tables, print stands, the overhead projector table, electrical cables and, greasy or wet floor surfaces inside the hall.

Sprains or strains: injuring resulting from lifting heavy items of equipment when taking them out of storage, setting them up prior to the start of meetings or putting them away at the end of a meeting.

Collision: injury resulting from collision with a moving vehicle within the car park or other external paved areas.

Electrocution: resulting from faulty or misused equipment.

Burns or Scalds: these are a particular hazard when preparing hot drinks.

Known Medical Conditions: any member (or guest) suffering from a medical condition, which could result in sudden fainting, collapse, or respiratory problems, should make their usual companion(s) aware of this, and, in confidence, inform the Membership Secretary or another Officer of the Society.

Limited mobility: people with limited mobility are advised to use the lift wherever possible. When using the stairs people should keep to the left hand side. Upon arrival for the first time an assessment should be made with any person who is in a wheelchair (or has difficulty in using the stairs) to agree a plan to evacuate them from the building in the event of an emergency.

Fire: fire is the most serious hazard in the City Academy. In addition to the main hall where the Society meets, there are other areas of the building that might be occupied and the adjoining Sports Centre where a fire could start.

During meetings of the Society fire exits and entire escape routes up to and including the final exit from a building must remain unobstructed at all times.

If anyone has a health and safety concern, they should raise it immediately with an Officer of the Society.

The Chairperson's responsibility is to ensure that adequate measures are put in place to address any identified safety concerns.

Accidents and injuries incurred during meetings of the Society should be reported and will be recorded.

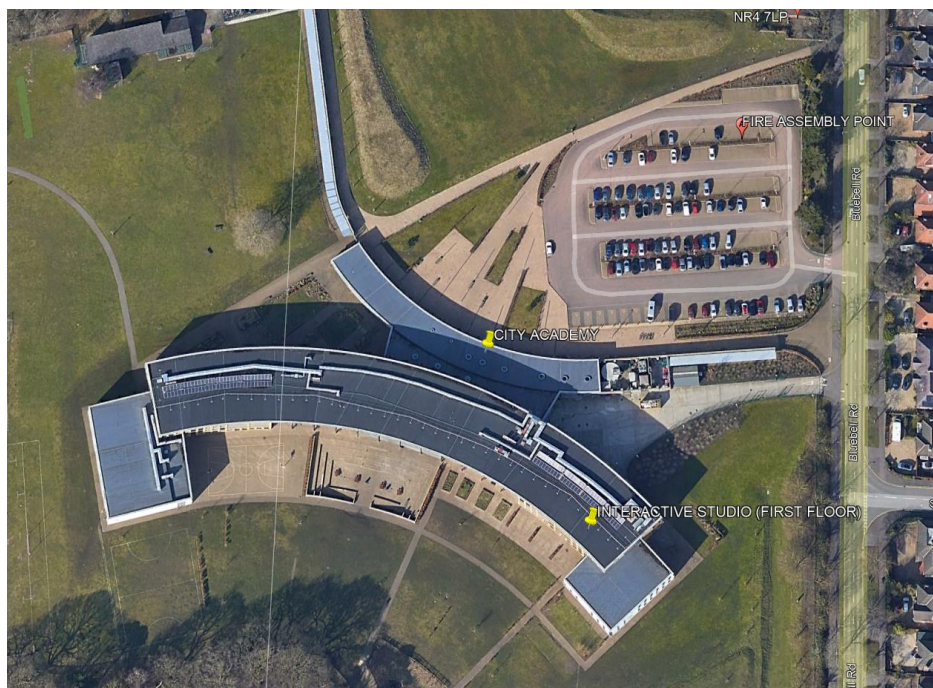
First Aid: a first aid box/kit is available in the hall during meetings. The Society would welcome anyone with first aid skills making themselves known to the Officers of the Society..

Response to a Fire

Instructions on how to evacuate the City Academy in the event of a fire or any other emergency will be given upon joining the Society, at the start of each season and before each meeting of the Society commences.

- 1) In the event of a fire activate the nearest alarm. The nearest alarm to the main meeting room is located in the adjoining corridor. On the ground floor there is an alarm by the main exit doors.
- 2) Should the alarm sound evacuate the building immediately by the nearest safe exit. Do not delay your exit by trying to retrieve personal belongings. The attendance register will be retrieved by the Membership Secretary if this can be achieved safely.
- 3) WALK DO NOT RUN & DO NOT STOP TO COLLECT YOUR OWN POSSESSIONS
- 4) If evacuating from the first floor use the stairs and DO NOT USE THE LIFT
- 5) Wheelchair users will be evacuated in accordance with their own agreed plan

- 6) Everyone MUST go directly to the assembly point outdoors in the car park, where your presence will be recorded.
- 7) A Officer or another authorised member of the Society will, at the first available safe opportunity, notify the emergency services (Fire, Ambulance, Police) of the need for assistance.
- 8) No one should re-enter the building until the emergency services have advised that it is safe to do so.
- 9) Under no circumstances should anyone leave the site until their safe exit has been recorded.



Emergency Contact Telephone Numbers

Emergency Services – Fire, Police & Ambulance **999**

Tell them you are calling from:

CITY ACADEMY NORWICH, 299 BLUEBELL ROAD, NORWICH,
NR4 7LP

City Academy Norwich - Representative/Contact
Duty Caretaker (Matthew) 07760 333 067