



# TECHNICAL SPELEOLOGICAL GROUP

## TSG General Policies

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### Carbon Monoxide Alarm Procedure

If one or more of the carbon monoxide alarms sound:

- Immediately open windows and doors to ventilate the property
- Stop using any fuel-burning appliances and turn them off (if safe to do so). e.g. ovens and hobs.
- Evacuate the property
- Call the Hostel Warden, David Steward on 07969 079609 or call the National Gas Emergency Service on 0800 111 999 (Or ask the Hostel Warden to do this for you)
- Do not re-enter the building until the cause of CO has been detected and isolated & the alarm has ceased to sound
- Seek medical assistance for anyone suspected of suffering from carbon monoxide poisoning.
- Do not use any suspected appliances until they have been assessed & cleared by a competent person.

### Portable Electrical Equipment

Electrical equipment is a common source of fires. Lithium ion batteries and their chargers are a particular risk.

For the safety of all building users, please adhere to the following:

- Do not use or plug-in any equipment that is not safe. This includes known faults and issues spotted from a basic visual check, e.g. loose wires, cracked casing, damaged insulation.
- Only charge caving lights and batteries using the designated charging point in the Main Room by the Call-Out Blackboard.
- DO NOT charge caving lights in the bunk rooms due to the fire risk

The TSG will have all of its portable electrical equipment checked regularly. A register of these items is kept in the Fire Log Book.



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## Smoking Policy

- The Chapel is a no smoking building
- A smoking station is located in the garden and there is a garden light (the switch is located to the right of the fire door).
- Please make sure that the door is securely closed when you re-enter the building.
- Electronic cigarettes are allowed but do not leave them on-charge unsupervised.
- The smoking station will be emptied on a weekly basis.

## Leaving Checklist

- Clear fridges of out-of-date food.
- Wash dirty pans and dishes, etc.
- Wipe all kitchen surfaces.
- Clean cooker hobs, oven and microwave.
- Empty kitchen bin and place bag in the wheelie bin in the garage.
- Replace bin liner in kitchen bin - spares can be found in brown cupboard near showers.
- Empty the recycle bins and take home for recycling.
- Sweep and mop the floor.

**Before leaving the kitchen unattended i.e. Going caving, before going to bed, leaving after the weekend.**

- Ensure all gas controls on ovens and hobs are OFF
- Ensure all electrical appliances, other than fridges, are OFF and plugs removed from sockets.
- Turn off fans, extractors and lights.

## Mezzanine

### **FOR SAFETY REASONS IN THE EVENT OF A FIRE**

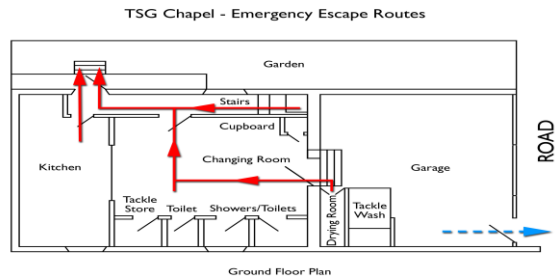
- **NO SLEEPING IS ALLOWED ON THE MEZZANINE**
- Storage should be kept to a minimum
- The area should be kept tidy and free from obstructions
- No combustible items to be stored



## Contractors Policy

### Emergency Exits

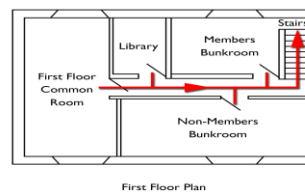
Please ensure that at all times you know the location of the nearest emergency exit and that you are aware of the evacuation procedures.



### Smoking Policy



The Chapel (TSG) is a no smoking building. A smoking station is located in the garden.



Red arrows indicate the fire exit routes to the garden from both floors.  
Blue arrow indicates the external door (not a fire exit), which should only be used if all other routes are unavailable and it is not safe to wait in the building for the Fire Brigade.  
Caution - opens onto a busy main road and has a low door, which opens inwards.

- All Personal Protective Equipment (e.g. hi-viz waistcoat, gloves, ear plugs, safety glasses) required for the job and issued must be worn where applicable.
- Where applicable caution/health & safety signs must be displayed in the working area to alert people to potential hazards.
- All electrical equipment used on site must conform to the Electricity at Work Regulations and the Provision and Use of Work Equipment Regulations 1998.

### **Keep a clean and tidy site at all times and upon leaving**

- All waste and debris must be removed prior to leaving the premises
- Take measures to segregate waste and dispose of correctly
- Report any leaks or spillages immediately
- Do not pour any harmful substances down the sinks or drains
- Switch off electrical equipment or machinery when not in use