

TSG General Policies

Contents

Carbon Monoxide Alarm Procedure.....	1
Portable Electrical Equipment	1
Smoking Policy.....	1
Leaving Checklist	2
Mezzanine.....	2
Contractors Policy	3

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.

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- Clear fridges of out-of-date food.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

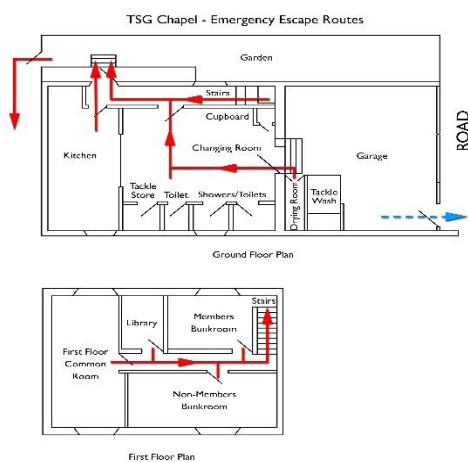


The Chapel (TSG) is a no smoking building. A smoking station is located in the garden.

- 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



Red arrows indicate the fire exit routes to the garden from both floors, and then from the garden to an external driveway, which is private property, and must only be accessed in a genuine emergency.

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.