



# Newcastle U3A

## Health and Safety Pack

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## Health and Safety

### ii )Checklist of Locations of Important Information in Pink Lane Meeting

#### Rooms

Please read the **IMPORTANT INFORMATION** below. You may need to know where information is located and what to do in the event of an emergency.

<b>First Aid</b>		<b>You know location</b> ✓
<b>Information</b>	<b>Location</b>	
<b>First Aid Kit</b> N.B. Items must be self - administered by the member in need.	First Aid boxes, in corridor, on shelf underneath the notice boards	
First Aid guidelines – <b>What to do if...</b>	In plastic wallets entitled ‘First Aid’, on notice boards in Rs1,2, 3 and in corridor Group Leaders’ Health and Safety pack	

<b>Injury Report Forms</b>		<b>You know location</b> ✓
<b>Information</b>	<b>Location</b>	
Injury Report Forms	In plastic wallets attached to notice boards in Rs1,2, 3 and corridor	
<b>Accident Report Book (File)</b>	In office, on shelf above metal filing cabinet.	

<b>Fire Regulations</b>		<b>You know location</b> ✓
<b>Information</b>	<b>Location</b>	
What to do in the event of a fire practice or fire	On the doors of Rs1,2 and 3 On fire door next to R1	
Further information for Group Leaders.	Rs 2 and 3 in group boxes Entitled, ‘Health and Safety Pack’	

## Fire Procedures

### What you should know checklist

<b>Item</b>	<b>Location</b>	<b>Yes, I know</b>
<b>Plan of U3A room layout</b>	In Group Leaders' Packs	
<b>Fire exit doors</b>	i) Beside the office ii) Through the partition door and immediate left iii) Front door	
<b>Breaking glass on fire door</b>	i) On fire exits next to office and in corridor ii) Know how to break the glass	
<b>Alarm point</b>	On wall, opposite the office	
<b>Fire extinguishers</b>	On wall, opposite the office	
<b>How to raise the alarm</b>	Break the fire glass on the alarm	
	Phone the Fire Service - 999	
<b>Housekeeping</b>	Keep the rooms and corridor tidy and obstacle free.	
	At the electric points, switch off electrical items (NOT fridges)	
	Do NOT use any electrical item which is faulty.	
	Keep loose wires or cables away from walking areas.	

## Fire Procedures at Newcastle U3A, Old Post Office.

### OUR EXIT ROUTES AND WHAT TO DO

1.	If you discover a fire: break the glass on the <b>alarm point</b> and <b>call the Fire Service -999</b>
2	Walk to the nearest fire exit. There are 3 alternative fire exit doors. Use any one of them that takes you <b>away</b> from the fire.
3	<b>Group Leaders</b> take the <b>group attendance register</b>
4	Members in wheelchairs need TWO members to help them. Whichever exit is used, one member stays with the disabled member in the foyer while the second goes to the fire marshal to tell him/her about the waiting members.
5	Members using sticks: REMEMBER to take them and they may also need a member's support.
6	Once outside, turn <b>RIGHT</b> and go to the Jazz Café –a place of safety
7	<b>Group Leader</b> take a roll call then report to the fire marshal (Michelle) that all present –OR NOT
8	<b>Do NOT return to the building</b> until the Fire Service or fire marshal gives permission

### Using the fire exits beside R1 (Office) or opposite NIWE room ( first left passed partition door)

1.	If you discover a fire: <b>sound the alarm</b> and <b>call the Fire Service-999</b>
2	If you hear the alarm and cannot use the front door, use one of the other fire exits
3	<b>Group Leaders</b> take the <b>group attendance register</b>
4	Using the fire doors beside the office or to the left of the partition door, <b>break glass seal on door</b>
5	Behind the door is a corridor. Follow it to double doors then to the front door
6	Outside, down the steps. To open the gate, place hand underneath the cover and push.
7	Turn <b>RIGHT</b> and go to Jazz Café – a place of safety
8	<b>Group Leaders</b> take a roll call then report to fire marshal (Michelle) that all present –OR NOT
9	<b>Do NOT return to the building</b> until the Fire Service or fire marshal gives permission

## **v) First Aid**

**What to do if....**

**PDF FILE 'First Aid' attached**

## **vii) Injury Report Form**

**PDF File 'Incident Report Form' attached**

**VI)**

**Groups Meeting **Outside** Pink  
Lane Meeting Rooms**



**Important Information for Groups meeting **Outside Pink Lane Meeting Rooms****

<b>First Aid</b>		<b>You know location</b> ✓
<b>Information</b>	<b>Location</b>	
<b>First Aid Kit/First Aider</b> N.B. Items must be self - administered by the member in need.	Know the location of the venue's first aider. If outside, you may need to carry a First Aid Kit.	
First Aid guidelines – <i>What to do if...</i>	In Group Leaders' Health and Safety pack. Available on Newcastle U3A website and Pink Lane office.	
<b>Incident Report Forms</b>		<b>You know location</b> ✓
<b>Information</b>	<b>Location</b>	
Incident Report Forms	In Group Leaders' Health and Safety pack.	
Injury Report Forms	In Group Leaders' Health and Safety pack	
<b>Fire Regulations</b>		<b>You know location</b> ✓
<b>Information</b>	<b>Location</b>	
<b>What to do in the event of a fire practice or fire</b>	Know the location at the venue of this information and please read it	
Further information for Group Leaders	In Group Leaders' Health and Safety' pack	

<b>Information</b>	<b>Location</b>	<b>You know location</b>
<b>All above information is in</b> * <b>office Health and Safety File</b> <i>and</i> * <b>Newcastle U3A website in 'Imp Doc'</b> <i>and</i> * <b>Group Leaders' Health and Safety' pack</b>	<b>In R1, on shelf above filing cabinet.</b>  <b>Group boxes and Pink Lane office</b>	

## **N.B. Points to remember**

Some points you may find useful:

- a) In case of a fire practice or fire, remember to take your group register
- b) Members using sticks should remember to take them.
- c) Enter an accident/injury into the Accident Book
- d) Injury Report Form: complete the form as soon as possible after the incident.