### **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.
- <u>DO NOT</u> 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.

1 March 2019

## **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).
- Vaping is NOT allowed inside the building as this can activate the Fire Alarm.
- Please make sure that the door is securely closed when you re-enter the building.
- Please do not leave Electronic cigarettes on-charge unsupervised.
- The smoking station will be emptied on a weekly basis.

## **Illegal Substances Policy**

The TSG does not condone the use of illegal substances of classes A, B or C on club premises.
This also includes legal psychoactive substances (with the exception of alcohol, tobacco and caffeine).

## **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- Clear fridges of out-of-date food.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

2 March 2019

## **Contractors Policy**

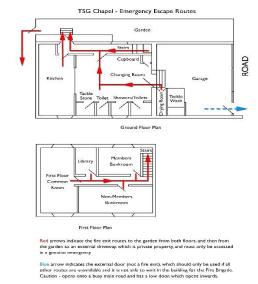
# **Emergency Exits**

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

3 March 2019