



Mereside Community Centre Association

Health and Safety pack for our users

Welcome to Mereside Community Centre!

The safety and well-being of everyone using our facilities is our top priority. Mereside Community Centre is committed to upholding all relevant health and safety responsibilities and legislation to ensure a safe environment for all.

This pack is designed to inform you, the user, of essential safety procedures and outline your responsibilities while on the premises.

1. Your Health and Safety Responsibilities

As a user of Mereside Community Centre, you have a vital role in maintaining a safe environment. Please ensure you:

- **Do not tamper** with or misuse anything provided for health and safety purposes (e.g., fire extinguishers, emergency exits).
- **Report** any hazards, accidents, near-misses, or defective equipment/fittings immediately to a Centre staff member or the person in charge of your event/group.

2. Fire Safety and Evacuation (see our plan at the bottom of this document)

IMMEDIATE ACTION IN CASE OF FIRE:

1. **Sound the Alarm:** Activate the nearest Fire Alarm call point (usually a red box on the wall).
2. **Evacuate Immediately:** Leave the building by the nearest safe Fire Escape point.
3. **DO NOT** stop to collect personal belongings.
4. **Assemble** at the designated Fire Assembly Point (Main car park area).
5. **Report** to the Event Organiser who will check that everyone is accounted for.
6. **DO NOT** re-enter the building until the all-clear is given by the Fire Service

Fire Escape Points

Fire escape routes are clearly marked with **green and white running man signs**.

- Familiarise yourself with the routes **as soon as you arrive**.
- The main hall has multiple marked exits leading directly outside.
- Check the fire evacuation plan notice, usually located near the entrance or in the main hall, for a detailed layout.
- **All fire exit doors must be always kept clear of obstructions.**

Fire Fighting Equipment

Fire extinguishers and blankets are placed at strategic points around the building and are clearly signed. **These are for use by trained personnel only** to tackle a *very small* fire, or to clear an escape route. **Your priority is always to evacuate safely.**

3. Accidents and First Aid

First Aid Provision and reporting accidents

- **First Aid Kit Location:** A fully stocked first aid kit is in the **bar area behind the main hall**.
- **Accident Book Location:** The official Mereside Community Centre **Accident Book** is also kept in the **bar area behind the main hall**.
- **Reporting:** All injuries, no matter how minor, and any dangerous occurrences or near-misses **must be recorded** in the Accident Book by a staff member or the event/group organiser. This helps us to prevent future incidents.

4. General Safety Information

- **Slips, Trips, and Falls:** Be aware of your surroundings. Report any spills, uneven surfaces, or trailing cables immediately.
- **Children:** Children must be supervised by a responsible adult from their group.
- **Electrical Equipment:** If you are bringing your own electrical equipment, it must be in good working order (ideally **P.A.T. tested**). Do not use any Centre equipment that appears damaged.

Thank You

By following these guidelines, you are helping us to maintain a safe and welcoming environment for everyone at Mereside Community Centre. We appreciate your co-operation.