

Health & Safety Information for Visitors
Committed to providing you with a safe & healthy environment

All visitors are requested to:

- Must sign in/out at reception
- Take reasonable care of the health & safety of themselves and other people
- Co-operate with Durham Business Club in complying with health & safety legislation
- Report any hazards or incidents that have or may lead to accidents
- Wear personal protective equipment when required to (in Training salon)
- Do not distract learners, or employees whilst undertaking training and in particular whilst using equipment of any kind
- Only enter parts of the building where permission has been granted by an employee.

Fire & Evacuation

There are three exits hairdressing salon, front door and the rear door located at the side of the premises on the ground floor. The assembly point is located outside of the Memories of India opposite Mile House.

If you discover a fire:

- Operate the fire alarm by activating the alarm located at the fire exits
- Alternatively notify a member of staff
- Evacuate the building by the nearest exit
- Move away from the building and proceed to the fire assembly point
- Do not stand in doorways, or the escape route to block others escape route
- Remain at the fire assembly point and do not re-enter the building until the all clear is given by the fire brigade.

Fire Extinguishers

These are located throughout the building to fight minor fires, these should be operated by a member of staff, as they are trained to do so. Only attempt to use fire extinguishers if you have been trained in their use.

Do not put yourself at risk, if in doubt, do not attempt to fight the fire, leave the building. Fire drills and testing of the fire alarm takes place periodically, a member of staff will inform you if a test is planned.

Evacuation

People with impaired mobility/disabilities – you will need to inform a member of staff of arrangements you will need to evacuate the building safely. This will allow us to ensure safe procedures are implemented should you need to evacuate the building.

First Aid

The first aid box is located in our reception area; report any injuries which occur whilst visiting Durham Business Club to the first aider, Suzanne Wilkinson, (who is also located in reception) or the appointed person, Susan Matthews, in her absence inform a member of staff.

All accidents must be recorded in our Accident Book, wherever possible by the person who sustained the accident. This is also located in reception.

Smoking

For the health & comfort of everyone, smoking is NOT permitted within or directly outside of the building.

Security

We accept no responsibility for items which are lost or stolen from the premises
Any valuables should be given to a member of staff to be locked in a secure place
Never leave valuables lying around
Report anyone acting suspiciously to a member of staff.

Where to get advice about Health & Safety

If you have any problems of a health & safety nature, or require any information please contact an Executive Director at Durham Business Club on (0191) 388 4488.

Health & Safety Policy Statement

1. Durham Business Club (further referred to as The Organisation) recognises and accepts its responsibility as an employer and training provider so as is reasonably practicable for providing a safe and healthy work place for all its employees, learners and visitors to our premises. The safety management system we use is based on HSE's 'Successful Health & Safety Management' (HSG65).
2. The organisation will make every effort to comply with its obligations as laid down in the Health and Safety at work act 1974, by constant vigilance to all aspects of health and safety and in particular to the following provisions as and where they may affect employees, learners and visitors.
 - a) Plant, equipment and systems of work that are safe
 - b) Safe arrangements for the use, handling, storage and transport of articles and substances
 - c) Sufficient information, instruction, training and supervision to enable employees, learners and visitors to avoid hazards and contribute positively to their own safety and health at work
 - d) A safe place to work with safe access and egress
 - e) A healthy working environment
 - f) Adequate welfare facilities
 - g) Provision of protective equipment as necessary
3. Without detracting from the primary responsibility of managers and staff for ensuring safe conditions of work, the organisation will provide training and obtain technical advice where required.
4. The organisation reminds all employees and learners of their duties under section 7 of the health and Safety at work Act to take care of their own safety and that of fellow workers and co-operate with the organisation so as to enable it to carry out its responsibilities successfully.
5. All persons are reminded that it is a criminal offence to misuse or recklessly interfere with anything provided in the interest of health, safety or welfare.
6. The organisation stresses its commitment to health and safety to the extent that where wilful disregard for safe working practices by any employee, learner or visitor seriously puts at risk the health or safety of themselves or any other person, this will be considered as gross misconduct and may lead to disciplinary action.
7. A copy of this statement will be displayed for all employees, learners and visitors. It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular departments or groups. Changes will be brought to the attention of all employees.