



Health and Safety Policy 2016

Renewable annually

The Health & Safety at Work etc. Act 1974 [section 2 (3)] requires all employers with more than five employees to provide a written statement on the general policy regarding health and safety at work and the organisation and arrangements for carrying out that policy.

The Spiritual Companions Trust has less than five employees and is therefore exempt from this particular policy. Nevertheless we take Health and Safety seriously and follow the principles of the 1974 Act.

In particular we conduct a risk assessment of the venues that we use for our classes and ask the venues to provide us with their own policy documents.

In this context our major venue is the Isle of Avalon Foundation and we provide in the following Appendix three of their Health & Safety documents.

William Bloom, Director.

Isle of Avalon Foundation

HEALTH & SAFETY / FIRE INSTRUCTIONS

NOTICE FOR ALL TUTORS AND ROOM HIRERS

1. Please read Fire Instruction notice to your students at the beginning of your course.
2. Please bring attention to incense notice on the doors of the meeting rooms.
3. The following health & safety concerns should be read out to students at the beginning of your course.
 - Take care when using kettle or urn. Please use appropriately to avoid burns and scalds.
 - If it's raining, please take extra care walking up and down the wooden steps.
4. Please ask students to bring to your attention any allergies at the beginning of the course if you are using materials for your coursework. [ie: plant material]
5. If your course involves any physical movement, please ask students to identify any physical problems at the start of the course. [ie: back issues].
6. In the unlikely event of glass breaking [ie: double glazing/windows], please contact the Caretaker in the first instance. [contact number on the board outside Avalon Room]. Do not attempt to clear this up yourself.

HEALTH & SAFETY POLICY STATEMENT

ISLE OF AVALON FOUNDATION LTD

- To provide adequate control of health & safety risks arising from work activities.
- To consult with our employees on matters affecting their health & safety
- To provide and maintain safe equipment
- To ensure safe manual handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks and to give them adequate training.
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals.

Isle of Avalon Foundation

FIRE SAFETY INSTRUCTIONS

1. The fireplace is for the use of Isle of Avalon Foundation tutors only or by prior agreement with the IOAF Ltd only. Please do not place any rubbish in the fireplace.
2. Candles and incense may be used – however they must only be used by placing them in the bowls of sand provided and should never be left unattended.
3. Smoking is not permitted anywhere in the building
4. Heaters and lights should be turned off when vacating the rooms.
5. Fire extinguishers are located next to the exit signs in each meeting room

IN THE EVENT OF FIRE

PLEASE EXIT THE ROOM AS QUICKLY AS POSSIBLE AND IN AN ORDERLY MANNER. DO NOT STOP TO COLLECT YOUR BELONGINGS.

FIRE EXIT ROUTES

Avalon Room – Out of the door and straight out the double glass doors down the wooden stairs and out of the Courtyard. Alternative routes in the event you are prevented from leaving through the double doors is down the stairs on the right as you exit the Georges Room, and out through the white wooden doors into the Courtyard and go straight into the High Street.

The Isle of Avalon office – same as Avalon Room procedure

Miracles Room – go through exit door and down stairs into Courtyard and into High Street.

PLEASE CALL 999 EMERGENCY SERVICES - FIRE BRIGADE IMMEDIATELY