



## Health and Safety at The Salisbury Centre

### Fire Safety

#### Fire Safety & Evacuation

The evacuation strategy for the Salisbury Centre is a single stage evacuation. This means that there is only one evacuation signal, and all persons must evacuate on this signal. Failure to do so may be deemed an offence under the fire legislation and could result in prosecution.

**It is required by law that prior to your session you make your clients/participants aware of the procedures to raise the alarm and exit the building safely in the event of a fire.**

It is advisable that you keep a register of clients/people in your group.

The following procedures are abbreviated extracts from our Fire Emergency Plan, and it is incumbent upon you that you familiarise yourself with the procedures to ensure that you and the people in your charge can safely and quickly evacuate the Centre.

In booking any of our rooms, you will be required to sign these Room Hire Terms and Conditions and in doing so it is implied that you have accepted your responsibilities. It is your responsibility to check the access needs of your participants and clients.

#### Fire Exits

All rooms have diagrams on the wall near the door indicating how to leave the building by the nearest fire exit.

#### Fire Detection & Alarm System

The Centre is fitted with an automatic smoke detection and alarm system. In most circumstances, the fire will be detected, and a warning given by this system, however, there may be occasion, due to the type of fire or its location, that it is not detected immediately and therefore fire may be detected by a

person in the Centre. The fire alarm **is not** monitored by a third-party contractor and therefore the Fire & Rescue Service will need to be summoned by dialling 999 or 112.

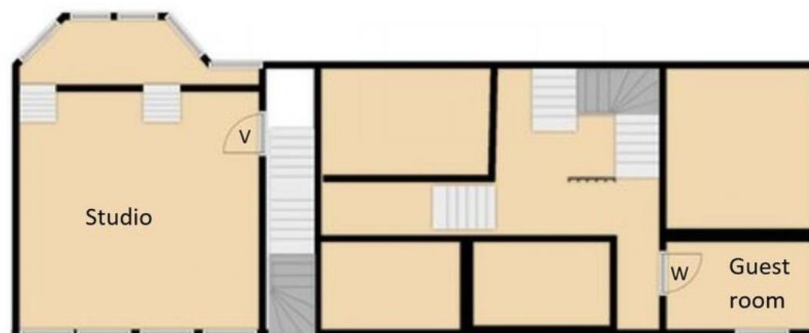
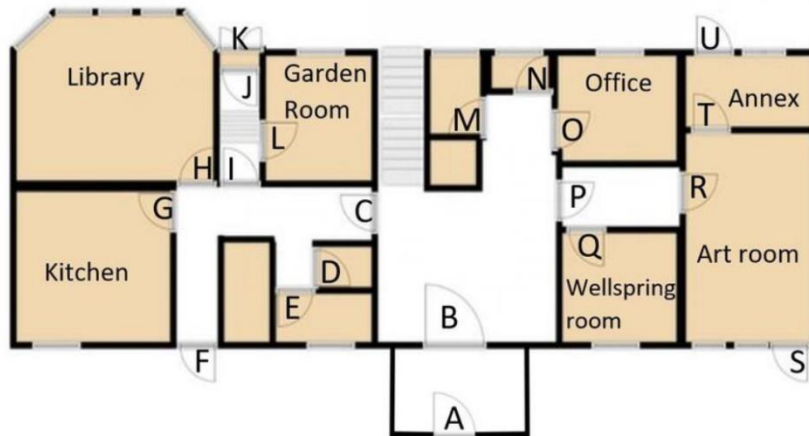
Please note that the fire alarm is tested weekly according to the schedule indicated by signage around the front entrance.

### **If Anyone Discovers a Fire**

1. Immediately **raise the alarm** by shouting '**FIRE, FIRE, FIRE**' and if the fire alarm is not yet sounding, operate the nearest fire alarm break glass call point.
2. **DO NOT** attempt to tackle a fire – evacuate to safety.
3. If safe to do so, close the door to the room or compartment to contain the fire and smoke. Continue to Step 4.
4. **When you hear the fire alarm sounding** - Usher all persons in the near vicinity to leave the premises and follow the exit route signs to the nearest safe emergency exit.  
If you are in the garden when the alarm sounds, do **not** enter the building. Instead make your way to the assembly point **via the gate at the very bottom of the garden** and then turn left through the Salisbury Arms pub's garden and cross the junction so that you can be accounted for.
5. On leaving the building make your way across the road using the crossing to the designated evacuation assembly point.  
**The pavement in front of the commonwealth pool.** Please go directly there without stopping or going back and wait there until we are told it is safe to return to the building. Narrow pavements and car parks are not a safe place to assemble so please use this new assembly point and make sure your session leader knows you have made it out of the building safely.



6. Call the Fire & Rescue Service (FRS) by dialling 999 or 112 as soon as you are safe.
7. At the evacuation assembly point take a roll call of your group to ensure you can check everyone is safe in case of an emergency. Upon arrival of the FRS inform them immediately if there is anyone missing suspected of still being in the Centre.
8. Remain at the evacuation assembly point until given instruction to do otherwise.
9. Do not return to the building until given all clear by the FRS Office in Charge or a representative of the Salisbury Centre.



**K and U** = Exits to the Garden

**A, F and S** = Emergency Exits

## Fire Doors

All doors leading out of the entrance hall into the corridors are designated fire doors. These doors are on a magnet. Doors will close when the fire alarm sounds.

## Firefighting Equipment

Fire extinguishers should not be moved from their positions under any circumstances other than a fire – in particular, please do not use fire extinguishers as door stops.

The Centre is furnished with appropriate numbers and suitable-for-risk fire extinguishers. Employees, volunteers, or other occupants are not expected to use these unless they have received appropriate training.

## Right of Admission

The Trustees and appointed staff of The Salisbury Centre reserve the right to refuse entrance to individuals or request them to vacate the premises if their conduct is considered disruptive, disrespectful or wilfully in breach of our conditions of use, or if they are found to be intoxicated.

This applies to Room Hirers, their groups or clients, or any other member of the public.

## Manual Handling

The Art Room and Studio are equipped with additional items available to Centre users (yoga mats, foldable tables, carpets, cushions, and chairs). We do not take responsibility for any unreasonable use of this equipment. Please ensure that the people carrying, setting up and tidying after use do so in a reasonable way, using the handles, avoiding unreasonable loads in order to avoid sprains, strains and pains.

Falls, trips, and spills: many stairs can be found throughout the building. Please ensure to hold the handrail as going up or down, avoid carrying mugs and hot liquid in the stairs. When opening a fire door, please make sure to do so slowly in case someone is behind it. If you move any **chairs, tables, cushions, blankets, bells, clocks, whiteboards, etc. between rooms please return them after use.**

Please do not place furniture or any other large objects in corridors or on staircases, causing tripping hazards.

Fire extinguishers may not be moved from their positions under any circumstances other than a fire – in other words, please do not use fire extinguishers as door stops. Fire doors must be kept closed at all times.

## **Incident reporting**

During office hours, please report to office.

Outside of office hours:

- In case of an accident, after dealing with the emergency and calling 999 if needed, please fill in the form found in the accident book in the last drawer of the entrance cabinet and return it in a sealed envelope in the mailbox to the right of the office door.
- In case of an incident or near miss, please send an email to [office@salisburycentre.org](mailto:office@salisburycentre.org) so that it can be recorded.
- A list of local support services can be found on the kitchen noticeboard.

## **Kitchen**

All groups using The Salisbury Centre enjoy equal shared use of the kitchen. Everyone is free to use any utensils, appliances, etc.

Please wash up, clean up and tidy away after your group has used the kitchen. We ask that you make use of the dishwasher rather than washing up by hand to ensure the level of cleaning required in a public place. Kindly follow the instructions on the sign above the sink and that affixed to the dishwasher. If you must hand wash – say pots and pans – please dry and put the items away. Please do not leave things stacked on the surface by the sink.

After making a hot drink, please do not leave used spoons on the surface. Pop them in the dishwasher right below. Please put tea bags in the compost bin.

Use of the kitchen equipment is at your own risk. **Electrical or gas appliances should not be left on unattended.** If you use the urn, please unplug, and empty it at the end of your session.

Please do not unplug the fridge.

Please pay attention to the instructions on the various refuse bins. These are in accordance with **the City of Edinburgh Council's refuse removal and recycling services**, and everyone is therefore required to adhere to them. If you find a bin full, particularly over the weekend when the Centre isn't staffed, you may wish to assist by taking the full bin outside to the bins in the front garden.

Food may be kept in the fridge. Please ensure anything left in the fridge is sealed or covered properly and is labelled for personal or community use. Please refer to instructions on the wall above the fridge.

Food left outside the fridge must be sealed in airtight storage containers.

Food should never be left open, as this attracts mice to the work surfaces and cupboards.

Please remember to keep noise levels down, as while you are relaxing in the kitchen, others may be busy meditating, etc. nearby.

## **Candles**

Candles may only be used in glass tea light holders or on a glass, ceramic, or metal base. Tea light holders are provided in all rooms. Should you need more or larger holders for candles, please bring them with you. Candles that could drip wax onto surfaces must not be used. Please exercise extreme caution with the placement of candles to ensure that they are not below or close to items that might catch fire (such as curtains, dried flowers, paper, soft furnishings, blankets).

**Please do not under any circumstances leave any candles burning unattended, as this is a fire hazard.** Always snuff candles before you leave a room, even if only for a short break.

Please do not carry around candles that are burning or while the wax is still runny, to prevent wax spills that are difficult to clean.

## **Children and Animals**

The Salisbury Centre is open to all beings. Please take responsibility for ensuring that children (and animals) treat the centre, including the garden and plants, with respect, and do not leave them unsupervised at any time as there is a pond, tools, chemicals,

Badly behaved animals must be taken away immediately.

## **Smoking/Alcohol**

Smoking (including vaporisers and electronic cigarettes) and alcohol consumption are not permitted anywhere on the premises, including the garden.

## **Troubleshooting**

In the unlikely event of power sockets or lights 'tripping', you should be able to reset the switch on the main board which is located in a built-in cupboard in the entrance hall, to the right of the inner front door.

## **GDPR / How we use your Personal Information**

All personal information provided when hiring a room is stored electronically in our system with access provided only to office staff. As a rule, we avoid storing paper copies of any document provided by room hirers. The few documents we hold are stored in a locked cabinet which is accessed only by the manager.

## **Emergency contacts**

In case of life-threatening emergency, please refer as a priority to the emergency services calling 999.

Please, once the emergency services have been contacted, get in touch with the Salisbury Centre people to report the incident.

During opening hours, please see with the Salisbury Centre staff onsite. When outside of office hours, an emergency contact list is provided in the bottom drawer of the entrance hall cabinet.

Please contact us if you have any questions or further issues:

**Main Office:** 0131 667 5438

**Office Administrator:** 07572 684577

**Centre Manager:** 07765 423444