

HEALTH and SAFETY NOTICE

Plymouth Local Meeting, Quaker House

Fire: In the event of a fire RAISE THE ALARM by pressing an Alarm Point. These are located in the building as noted on the map by the main entrance.

MAKE SURE YOU KNOW WHERE THE FIRE ALARM POINTS ARE.

Accidents: If you have an accident please inform your group leader. There is a basic **First Aid Kit** located at the reception desk. If anything is used or is missing please inform a member of the Finance and Premises Management Committee using the contact numbers provided. You will also need to enter all incidents in the **Accident and Incident Report Book** kept at the reception desk.

Hazards: if you are concerned about any possible or probable hazards in the building please report them to a **member of the Finance and Premises Management Committee** using the contact numbers provided, or add them in the **Comments Book** held at the reception desk.

Contact Numbers:

There is **not** a public phone on the premises – **so group leaders must either:** have access to a mobile phone within the group **OR** be familiar with the location of the two public payphones on the opposite side of Mutley Plain.