

HEALTH & SAFETY



Verbal Briefing

This briefing is for the given individual to brief the volunteers.

Introduction

- Introduce yourself and other H&S Officers

Venue

- State work area for volunteers
- Hazards in the area to look out for (Noticed by H&S Officer)
- Carrying equipment with movement of people in the area
- First Aid protocol
- Fire Evacuation procedure with Staff Assembly Point (SAP)
 - **GR:** On the corner of Gloucester Road Station
 - **ME:** *in Geography Square at the back of the People's Palace*
 - **70:** At the bottom of the hill in the car park

Volunteers

- Protect your own belongings
- Notice any unknown bags, report it
- People not part of setup, please ask to leave
- No outreach on campus
- Service Coordinators only people to engage with venue staff

- **Questions??**

IMPORTANT

- Wear the correct PPE for your task
- Sign Briefing Register

Sound Engineer Announcement (To be given before sound check)

May I have your attention: hearing protection is to be worn in work areas where the noise levels exceed 84dB and the duration of exposure is over 30 mins. Ear plugs are located at the sound desk and they are to be worn by those in this environment for longer. They are for temporary use only and can not be reused, therefore if you need to use on a regular basis, please purchase ear defenders that suit and fit your ears. Thank you

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EXAMPLE

INTRODUCTION

Good day. My name is _____ and the other H&S officers for today are _____
Please be safety aware at ALL times and Look out for your own interest and that of others.

INFORMATION TO VOLUNTEER

We are working in the following areas from the Storage to setup in the auditorium and kids church, hospitality, parents and babies.

We have noticed the following things for you to watch out for in these areas.....etc

If you come across any hazards, please sort it out immediately. If you do not know how to sort it out, talk to your department head, DO NOT LEAVE IT FOR SOMEONE ELSE TO SORT OUT!!!

When moving or lifting equipment,

- please know what you are capable of
- be aware of people and children around you
- as well as the property.

If you notice any damage or an accident occurs, please report it to one of the officers on duty.

If you do injure yourself, please let one of our first aiders know. Those who are on duty have been made known on ROE so please check with your Dept Head or H&S Officer

If we are to evacuate the building, please do so in a calm and orderly fashion through the nearest fire exit and make your way to the Staff Assembly Point (SAP) located:

- **Gloucester Road:** On the corner of Gloucester Road Station
- **Mile End:** in Geography Square at the back of the People's Palace
- **Sevenoaks:** At the bottom of the hill in the car park

ADDITIONAL INFORMATION

If you notice any unattended bags, please report it to security as soon as possible. Please keep your own belongings in a safe place

If you notice someone who is not part of our setup, please politely engage with them and show them to the nearest exit safely.

Please do not outreach on campus.

Please do not engage with venue staff in regards to issues, please converse with your Dept Head and directly through venue liasons.

Any questions???

Please remember to wear your PPE, including Hivi's, for the task you are doing and sign the briefing register with your Dept Head