

HEALTH & SAFETY POLICY

Health and Safety Policy Information			
Version Number:	V1.11		
Policy History:	V1.0 - Original Policy adopted Full Board Trustees 05-2009 V1.6 - Amended Policy approved by CEO 09-2020 V1.7 – Amended policy approved by CEO 10-2022 V1.8 – Amended policy approved by Ops & Resources Committee 07-23 V1.9 – Amended policy approved by Ops & Resources Committee 07-24 V1.10 – Amended policy approved by Ops & Resources Committee 07-25		
Policy update prepared by:	Diane Hicks		
Policy reviewed by:	Operations & Resources Committee		
Policy approved by:	Operations & Resources Committee		
Sections updated:	No updates		
Signature and Date:	Name: <i>T. P. SMITH</i>	Signed <i>[Signature]</i>	Date: 15/07/2026
Next review date:	July 2027		

Health & Safety Statement of Intent

"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare in pursuance of any of the relevant statutory provisions".

Source: *Health and Safety at Work Act, 1974.*

Romsey Mill Trust is committed to creating a healthy and safe working environment for all of its staff, Programme participants and others within the centres managed by Romsey Mill (Romsey Mill Centre, Ross Street Community Centre and Mill Road Community Centre) and other venues where Romsey Mill staff undertake activities sponsored and organised by the organisation.

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

Romsey Mill Trust is therefore concerned to ensure that it operates all its activities in full accordance with the relevant Health and Safety legislation, regulations and official guidance and with the decisions reached between management and the Operations and Resources Committee.

Romsey Mill Trust is committed to:

- Providing training, supervision, information and equipment to achieve this objective.
- Maintain an Operations & Resources committee.
- Undertake regular risk assessments and Health and Safety inspections.
- Ensure that Health and Safety issues are always on staff supervision agendas, and the Operations & Resources committee agendas.

This policy will be reviewed each year. Romsey Mill Trust also undertakes to review the terms of its insurance, indemnity and liability cover on an annual basis.

1. Responsibilities

1.1. It is the responsibility of the **Board of Trustees** of Romsey Mill to:

- 1.1.1. Ensure the policy for Health and Safety is reviewed and adopted on an annual basis.
- 1.1.2. Ratify the appointment of Romsey Mill's responsible lead for Health and Safety.
- 1.1.3. Nominate a Trustee to chair the Operations & Resources Committee who has oversight of Health & Safety matters.

1.2. Overall responsibility for implementation of Health and Safety for Romsey Mill is that of Romsey Mill's **Operations & Resources Manager**.

The Operations & Resources Manager will report to the Operations & Resources Committee all serious accident report book entries, all reports coming under the terms set out in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and all problems identified in supervision and staff meetings.

1.3. The following **staff** are responsible for safety in their designated areas/activities:

Operations and Resources Manager	General buildings safety at Romsey Mill Centre, Ross Street Community Centre and Mill Road Community Centre
Coordinator/Programme Manager	Youth Development Programme (including activities at other venues used for YDT programme delivery)
Coordinator/Programme Manager	Young Parents Programme & any other children's & families work
Pre-School Lead/Programme Manager	Pre-school at Romsey Mill

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

Coordinator/Programme Manager

Aspire Programme (including activities at other venues used for Aspire programme delivery)

Charity Shop Manager

Charity Shop

Coffee Shop Manager

Cara Coffee Shop

Those designated above will be responsible for risk assessment, identifying training, carrying out safety inspections and monitoring of implementation of policy in their areas of work.

- 1.4. All paid staff, volunteers, Programme participants and other users will co-operate with designated managers in carrying out this policy and specific actions. In addition, they will immediately report to the appropriate manager any potential hazard. All staff, participants and other users must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on Romsey Mill premises or while taking part in Romsey Mill activities at other venues.
- 1.5. Details of all training opportunities, HSE inspections, and other specialist advisors and health service agencies together with the decisions of the Operations and Resources Committee shall be issued to all members of staff.
- 1.6. Designated first aiders are listed in the first-aid section of the H & S File.
- 1.7. The Operations and Resources Manager is responsible for ensuring that all volunteers and user groups are made aware of health and safety rules and procedures in all the centres managed by Romsey Mill.
- 1.8. Procedures will be drawn up by the Operations and Resources Committee and kept in the Health and Safety file and reviewed annually. These will include guidelines and procedures for: cleanliness, waste disposal, storage and safe stacking, marking of gangways and exits etc, equipment checks and frequency, fire regulations and accident reporting, electrical checks and frequency, special access, use of outdoor areas, security of staff, use of equipment and machinery, hazardous substances and chemicals, all activities and pursuits undertaken by Romsey Mill.

2. Health and Safety Arrangement

ACCIDENT, INCIDENT AND HAZARD PROCEDURES

An "accident" is an unplanned event that results in injury or ill-health to people, or damages equipment, property or materials.

An "incident" is an occurrence such as a spillage, aggressive situation or minibus accident but without effect on health or without damage to equipment.

Relevant staff members and other people will investigate the accident / incident in order to avoid them arising again.

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

FIRST AID BOXES

Romsey Mill

- Community Hall: in the kitchen cupboard by the door
- Reception: on top of bookcase
- Jordan: behind the bar, under the sink
- Creative Arts: on windowsill
- Activities Room: on windowsill

Ross Street Community Centre

- Community Room
- Office
- Kitchen (off main hall)
- Kitchen (off entrance corridor)

Mill Road Community Centre

- Office
- Kitchen (off main hall)

Romsey Mill Charity Shop

- Kitchen

Cara Coffee

- Office

In addition to the above, First Aid boxes have been provided for groups that regularly use venues that are not managed by Romsey Mill. These are:

Christ the Servant King, Hampton, Peterborough
 Northstowe Cabin
 Trumpington Pavilion
 Aspire – Linton group
 Aspire – North Cambridge groups
 Aspire – Cambourne groups
 YDT – North Cambridge Meadows

Staff with responsibility for programme activities, fundraising events and main reception administration have first-aid training. The names of qualified first aiders are found in the Health and Safety Folder.

All first aid kits are to be checked on a monthly basis by an allocated person, to ensure that they are adequately stocked.

Accident Procedure

Any accident must be recorded in an Accident Report Book by the person observing/involved in the accident. An Accident Report book is kept in the following places:

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

- Romsey Mill Administration Office
- Ross Street Community Centre Administration Office
- Mill Road Community Centre Administration Office
- Romsey Mill Pre-School
- Ross Street Pre-School
- Cara Coffee Shop
- Romsey Mill Charity Shop

Additionally, there is an Accident Report book kept with each of the First Aid Boxes provided for staff working at venues that are not managed by Romsey Mill (listed above).

If any treatment is given, the entry must be signed by the recipient and, if possible, by a parent or guardian if they are under 16. Parent/Guardians must be informed of accidents/first-aid treatment. A telephone call should be made to parents, and they should be given a copy of the accident report.

The person writing the report should take one copy and give a second copy to the Operations and Resources Manager. The third copy remains in the Accident Report Book and is a legal document, which should be kept for three years.

Serious injuries, work-related disease and dangerous occurrences must be recorded on HSE RIDDOR Forms (Operations and Resources Manager).

Incident Procedure

Any incident must be recorded on an Incident Report form, which can be found [here](#). Once completed the form should be sent to the Operations & Resources Manager. Forms are kept in the Health and Safety Folder.

The staff members and all relevant people will investigate the accident / incident in order to avoid their arising again.

Building Risk Assessment

A 'hazard' is anything with the potential to cause an incident or accident (e.g. chemicals, electricity, working from ladders, etc). A 'risk' is the likelihood that a hazard will cause a specified harm to someone or something.

The aim of the risk assessment is to ensure a safe and healthy environment for staff and users by reducing risks. Any remarks, control measures or actions are undertaken by a time limit chosen according to the significance of the risk. These actions will be followed up in Operations and Resources Committee meetings.

The risk assessments are performed on an annual basis or whenever a substantial change occurs. The procedure for risk assessment is detailed in Appendix A.

Hazard identification

A course of action needs to be outlined. If the member of staff who finds the hazard can remedy it without doing anything to jeopardise their own safety [e.g. no electrical work (except changing light-bulbs), no power-tool use or complicated DIY (unless trained) and no climbing ladders (unless supervised)] then they should report the identified hazard on the Risk

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

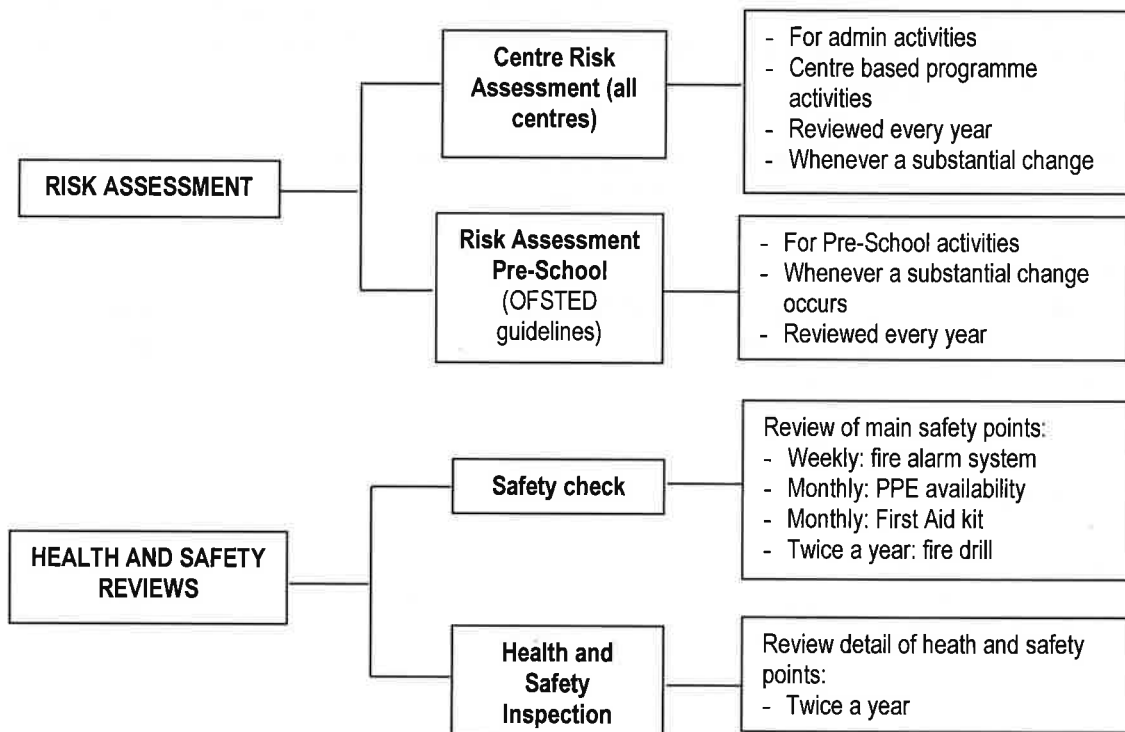
Assessment Form (appendix A1), check whether an alternative course of action has already been planned by the Operations and Resources Manager, and then respond as appropriate. The hazard identified must reasonably be expected to cause harm.

3. HEALTH AND SAFETY AUDIT AND REVIEW

Health and Safety audits and reviews are carried out regularly at all premises managed by Romsey Mill, in order to maintain a safe and healthy environment and to improve its level of prevention.

Specified staff members are responsible for carrying out these audits and reviews. Any actions noted during audits and reviews will be managed in Operations and Resources Committee meetings.

Romsey Mill Prevention Process:



- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

Safety Check

A weekly and monthly safety check is carried out by the Operations and Resources Team using the "Safety Check Sheet" (appendix B). It is about important health, safety and welfare points:

- Fire alarm system (weekly)
- Access (weekly)
- Fire Doors (weekly)
- Fire Extinguishers (monthly)
- Emergency Lighting (monthly)
- First Aid Kits (monthly)
- Fire Drill (twice a year)

The "Safety Check Sheet - Guidelines" (appendix B) is kept in the Health and Safety Folder. Checks are recorded on the "Safety Check Sheet forms" which are kept electronically in the H&S folder [here](#)

Health & Safety Inspection

This detailed health and safety inspection is performed twice a year using the "Health & Safety Inspection Checklist" form (appendix C)

This inspection covers:

- Documentation
- Premise & housekeeping
- Fire Safety
- First aid
- PPE (personal protective equipment)
- And all elements being able to have a negative impact on health, safety and welfare.

Health and Safety inspections are carried out at all premises managed by Romsey Mill.

4. HEALTH AND SAFETY TRAINING

A fundamental part of our Health & Safety Policy is to ensure that all staff possess the necessary skills to do the job, receive appropriate induction, and receive the necessary training to equip them to be able to perform their job safely.

The Operations and Resources Manager is responsible for bringing the Health & Safety Policy to the attention of new staff and volunteers, and for going through it with them. This should take place within the first 4 weeks of employment.

Depending on the duties of the person appointed volunteer or staff member, the Operations and Resources Manager will assess what basic training should be provided and where this can be obtained.

Records of training undertaken by all staff and volunteers are to be kept by the Operations and Resources Manager. These records are kept centrally on a document on the server and also on individual staff documents.

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

5. SAFETY MAINTENANCE

Dates of inspections are recorded on the "Health and Safety Check log".

Gas Safety

All gas appliances will be maintained so as to prevent, so far as is reasonably possible, danger from gas appliances, in accordance with the Gas Safety (Installation and Use) Regulations 1998.

All gas appliances are to be inspected on an annual basis as part of a service agreement. A proof of servicing is kept electronically in the H&S folder [here](#) and a hard copy is available on request.

Electrical equipment

All electrical systems shall be maintained so as to prevent, so far as is reasonably practical, danger from electrical equipment, in accordance with the Electrical Equipment (Safety) Regulations 1994.

It is important that all portable electrical goods, e.g. kettles, computers and fans, be kept in a state of good repair. Staff members must report every sign of damage, missing parts etc to the Operations and Resources Manager. If a staff member is unsure about the safety of the item, they must inform the Operations and Resources Manager or their line manager. Care must be taken with all electrical equipment.

The Operations & Resources Manager arranges an annual inspection of the electrical system and standard appliances extension leads and portable electrical equipment. A full electrical wiring inspection takes place every five years

Reports of these inspections are kept in the "Health and Safety" folder.

6. FURTHER HEALTH AND SAFETY INFORMATION

Please read and familiarise yourself with health and safety procedures. In depth information is kept in the Health and Safety Folder. The Health and Safety Policy and procedures must be read and signed by all staff during induction and annually.

You are reminded that you are responsible for ensuring that you act in a safe and sensible manner whilst undertaking work for Romsey Mill. Failure to do so will lead to disciplinary action by Romsey Mill and possible criminal proceeding under the Health and Safety at Work Act.

EMERGENCY SERVICES:

(9) 999 in emergency	
Parkside Police Station	C. 358966
Addenbrookes Hospital	C. 245151
Parkside Fire Station	C. 351426

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

ADVICE & CONSULTANCY

Inspector's office: Dept of Environmental Health
Cambridge City Council
Mandela House
Regent Street
CAMBRIDGE CB2 1BY
Tel no. C. 358977 Ext. 3714

Safety Consultant: Environmental Health Officer

PREMISES SAFETY

Cleanliness

Due to the nature of our work with the community it is essential that all staff and volunteers are aware of the need for a high standard of cleanliness in general and particularly in rooms or areas where food is prepared and/or consumed.

Safe stacking and storage

All resources must be safely stored in the correct place out of the way of the users. If it is not clear where an item should be stored, please ask the Operations and Resources Manager.

Waste disposal

Romsey Mill Centre: All non-recyclable rubbish is to be placed in black sacks and deposited in the blue wheelie bin at the back of the centre. Rubbish must not be left in the reception/hall area. Recyclable rubbish should be deposited in appropriate purple and green bins at the front of the Centre on Hemingford Road.

Ross Street Community Centre: All non-recyclable rubbish is to be placed in black sacks and deposited in the blue wheelie bin outside the main hall. Rubbish must not be left in the reception/hall area. Recyclable rubbish should be deposited in the purple bin outside the main hall.

Mill Road Community Centre: All non-recyclable rubbish is to be placed in black sacks and deposited in the blue wheelie bin in the bin store. Rubbish must not be left in the reception/hall area. Recyclable rubbish should be deposited in the purple bin in the bin store.

Gangways

All fire exits and user routes must be kept clear of equipment to allow safe passage for staff and users.

Dangerous substances

All cleaning fluids are clearly marked and are stored in a locked cupboard.

At Romsey Mill this is located at the top of the cellar stairs.

At Ross Street Community Centre this is located off the main hall.

At Mill Road, this is located in the main entrance corridor.

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

Access is by staff members only and the cupboard must be kept locked. No cleaning fluids are to be stored outside this cupboard. Written instructions on each container/bottle should be read carefully before using. Correct safety equipment e.g. gloves, goggles should be worn. COSHH information including first-aid advice and the correct usage of each chemical are kept in the cleaning cupboard and the Health and Safety Folder in the Administration office. Paint and other repair resources (and tools) are stored in the locked cellar. If staff members wish to use any of these items they must check with the Operations and Resources Manager for correct procedure.

PPE (Personal Protective Equipment)

Romsey Mill provides PPE for staff and volunteers. Disposable gloves and goggles are available in the Administration office at both Romsey Mill Centre, Ross Street Community Centre and Mill Road Community Centre. The presence of these PPE is checked on a monthly basis by an allocated person in accordance with Safety Check Sheet (Appendix B).

7. FIRE SAFETY AND PREVENTION

The fire alarm system, emergency lighting where fitted, and fire extinguishers at Romsey Mill Centre, Ross Street Community Centre and Mill Road Community Centre are checked on a twice-yearly basis through the assigned approved company.

Fire Extinguishers at Cara Coffee Shop and Romsey Mill Charity Shop are checked on an annual basis.

Testing

In addition to the checks made by service contractors, Romsey Mill carries out testing of the fire alarm system, emergency lighting, fire extinguishers and access to escape routes in accordance with the Safety Check Sheet (Appendix B). Completed Check Sheets are kept in the health and safety folder. Staff and volunteers are responsible for ensuring fire doors are not wedged or propped open and close correctly without assistance. Problems should be reported to the Operations and Resources Manager.

Fire Drill

A fire drill is performed at least twice a year. The report is recorded on the safety check sheet (appendix B) and stored in the health and safety folder.

Furniture

All new or replacement furniture supplied must meet standards for fire resistance set by the 'Furniture & Furnishings (Fire Safety) Regulations 1988 (Amended 1993).

Fire Wardens

The Operations and Admin team, which includes the Operations and Resources Manager and three Operations and Admin Assistants are all trained Fire Wardens, working across the sites managed by Romsey Mill.

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

8. Fire Exits, Fire Extinguishers and Fire Alarm Call Points

- It is important to familiarise yourself with the location of fire exits, fire extinguishers and fire alarm call points in case of emergency. Please ensure that fire extinguishers are not tampered with. If one is let off, please report it to the Operations and Resources Manager.
- Internal fire doors must be kept closed at all times and if they have glass windows to enable Fire Officers to see into a room, they should not be covered by posters etc.
- Fire exits and corridors must be kept clear at all times both inside and outside of the building.

Please see separate Schedules (1-3) for Fire Evacuation procedures for each premises

9 Lifting and Manual Handling

ISSUES TO CONSIDER:

1. TASK
2. LOAD
3. WORKING ENVIRONMENT
4. WHO IS DOING THE ROLE
5. HOW THE ABOVE INTERACT

TASK

Does it involve:

- manipulating loads
- posture
- reaching
- excessive load
- lifting
- pushing and pulling
- sudden movement
- prolonged physical effort
- rest and recovery periods

LOAD

Is it:

- heavy
- bulky or difficult to grasp
- unstable
- sharp
- hot

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

WORKING ENVIRONMENT AND SPACE

- Observe floor quality, and uneven surfaces.
- Monitor temperature you are working in.
- Is lighting safe and good/adequate quality?
- Ventilation – does it appear adequate?

CAPACITY FOR THE JOB

- Does the person doing the job have unusual strength or height?
- Is there a hazard, e.g. pregnancy, health condition, back injury?
- Does the task require specialist training?

10. VISUAL DISPLAY UNITS (VDUs)

Guidelines for using VDU's:

- Ensure that when working at a VDU you have adequate space and lighting.
- Adjust your chair to find the most comfortable position and change your posture as often as practicable.
- Do not allow the screen to flicker or jitter.
- Plan your work so that you do not have to sit at a VDU for long periods of time. Take regular breaks.

Additional information is available in the office.

11. DRIVING AT WORK

Romsey Mill recognises its responsibility to ensure that others are not put at risk by work-related driving activities of its staff. We therefore operate a Driving at Work and Minibus Policy. The policy sets out the minimum standards required to ensure the safety of all staff and children or young people travelling as passengers, arising from driving whilst at work. It ensures that Romsey Mill complies with the Management of Health and Safety Regulations 1999 and the Road Traffic Act 1991.

The policy covers staff using their own vehicle and staff using the Romsey Mill minibus and describes a Code of Practice covering the use of personal vehicles and the use of the Romsey Mill minibus.

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

The policy also covers safeguarding procedures regarding transporting children and young people.

The Operations and Resources Manager is responsible for ensuring that:

- Instruction and training is provided for all persons who may be required to drive a Romsey Mill minibus
- Training is provided for the use of private vehicles for transporting individuals, if necessary.
- Minibuses are kept in good order, regularly serviced with a valid MOT and insurance policy.

Programme Co-ordinators are responsible for ensuring that:

- All work involving driving shall be identified, planned and managed in accordance with the Driving at Work and Minibus Policy.
- An Assessment of the risks involved in all work-related driving is undertaken and recorded.
- All programme staff know where and how to record work-related driving accidents and incidents.

For more detailed information regarding driving at work, please see Romsey Mill's Driving at Work and Minibus Policy.

12. TRIPS AND RESIDENTIAL ACTIVITIES

Romsey Mill takes the safety and security of children, young people and families in its care very seriously. Day and residential trips are well planned and prepared to ensure the safety of children and staff. All staff members are responsible for ensuring they follow the Trips and Residentials Policy when organising or staffing a trip.

Programme Co-ordinators are responsible for

- Ensuring that their team members have read and understood the Trips and Residentials Policy.
- Ensuring team member compliance with the policy.
- Checking that the Trip Leader has adequately assessed the risks and made appropriate plans for the trip.

Full guidelines and procedures for running trips and residential activities can be found in the Trips and Residentials Policy.

13. LONE WORKING

Romsey Mill acknowledges its obligation, under the Health and Safety at Work Act 1974 (HSW) and the Management of Health and Safety at work Regulations 1999 (MHSW) to assess the health and safety risks to which employees are exposed arising from activities undertaken at work.

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

The Management of Health and Safety at Work Regulations (1999) requires that an assessment of risk be carried out for employees who will be working alone. Where there are risks to the employee, control measures need to be identified and implemented to help reduce them.

The staff of Romsey Mill should, wherever possible, try to work in pairs but in situations where it is necessary for employees to work alone measures need to be in place to ensure there is a minimal risk to staff safety. Lone workers are employees or volunteers who work alone away from the physical presence of another member of staff in the delivery of activities associated with Romsey Mill.

No staff member is expected to undertake any activity or enter any situation where they face serious and unacceptable risks.

In all other situations, risks must be assessed and measures put in place by Line Managers to reduce and minimise the safety risks both to staff working alone and Romsey Mill programme participants with whom they meet.

It is the responsibility of the employee to create a safe working environment when working alone, both by following the advice detailed in the Lone Working Policy and by raising any concerns. Staff should be aware of risks to themselves and to other colleagues and should alert Line Managers to any areas of concern.

The types of lone work carried out by Romsey Mill staff include:

- Home visits.
- Running sessions and meeting Romsey Mill programme participants one-to-one at Romsey Mill Centre.
- One-to-ones with Romsey Mill programme participants away from the Centre.
- Transporting Romsey Mill programme participants in staff cars or in minibuses (see Driving at Work and Minibus Policy).
- Caretaking/cleaning outside of centre opening hours.

Working alone makes programme participants more vulnerable, however working alone is at times essential. Romsey Mill's Lone Working Policy seeks to address the risks to ensure, as far as is possible, the safety of service users and staff.

More detailed information can be found in Romsey Mill's Lone Working Policy.

DOCUMENTS RELATED TO HEALTH AND SAFETY POLICY:

Appendix A: Risk assessment process
 Appendix A1: Office Risk Assessment Form
 Appendix B: Safety Check Sheet
 Appendix C: Health and Safety Inspection

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

SCHEDULE 1

FIRE EVACUATION PROCEDURE – Romsey Mill Centre

In the case of fire, you must evacuate the building in accordance with the Fire Evacuation Procedure. It is your responsibility to be aware of these instructions and where the nearest Fire Exit and Fire Appliances are located. Information below relates to the procedure for Romsey Mill Centre. It is the responsibility of staff members to be aware of the fire procedures in place at other venues used for Romsey Mill activities.

IF YOU DISCOVER A FIRE:

1. Immediately operate the nearest Fire Alarm Call Point
2. Attack fire, if possible, with the appliances provided
3. DO NOT TAKE PERSONAL RISKS
4. Make sure that the fire brigade has been called
 - a) Lift the receiver and dial– 999
 - b) Give the operator your telephone number (if calling from Romsey Mill office, 01223 213162) and ask for the Fire Service
 - c) When the Fire Brigade replies say clearly “FIRE AT ROMSEY MILL, HEMINGFORD ROAD, CAMBRIDGE”. Do not replace the receiver until the address has been repeated by the Fire Brigade (Romsey Mill is on the traffic light junction with Mill Road and Coleridge Road)

Leave the building and report to the person in charge at the assembly point

ON HEARING THE FIRE ALARM:

You must evacuate the building in accordance with the Fire Evacuation Procedure. The staff member responsible for Fire Safety will identify whether there is a fire. Normally this will be the Operations and Resources Manager. In his/her absence it will be the appointed person for fire safety. During evening sessions at Romsey Mill Centre, it will be the staff member in charge. If there is a fire, steps 1-4 as outlined above should be followed.

Assembly Point: Hemingford Road, opposite main entrance on garage forecourt.

Please cross the road carefully. Assemble quietly. Use the garden next to the garage if there is insufficient space to assemble in the forecourt. Whichever exit is used staff/users should still assemble at the garages.

Use nearest available exit.

Always put your own safety and that of others first.

Do not stop to collect personal belongings.

Do not re-enter the building until the Fire Brigade / Person in Charge says it is safe to do so.

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

IMPORTANT NOTES REGARDING FIRE PROCEDURES

- **Staff should sign in on arrival and sign out on departure from Romsey Mill Centre using the name label system at the reception window.** In the event of a fire/fire alarm the Operations and Resources Manager or the person deputising in her absence, must know who is in the building.
- Staff members are responsible for knowing how many staff/volunteers and users are in attendance for each group. Volunteers and visitors should sign in to the visitor's book at Reception.
- The Operations and Resources Manager is responsible for ensuring that all groups and individuals who hire Romsey Mill Centre are aware of the fire procedures.

What to do if a fire alarm sounds:

- Encourage those around you to leave the Centre quietly and quickly without collecting personal belongings.
- Assemble opposite the main entrance on the other side of Hemingford Road, by the garages.

In the event of a fire:

- The person in charge at the assembly point will normally be the Romsey Mill Designated Fire Warden – in his/her absence it will be the appointed person for fire safety. During sessions outside normal office hours it will be the staff member in charge of that group/session.
- The group leader in charge of each programme activity in session should report to the Operations and Resources Manager/appointed person and then check on the members of their group in session. For example:
 - *Preschool – Sarah Wygard or appointed group leader*
 - *Aspire Programme – Ruth Watt or appointed group leader*
 - *Young Parents Programme – James Bennett or appointed group leader*
 - *Youth Development Programme – Jon Sanders or appointed group leader*
 - *Daytime staff/volunteers – Operations and Resources Manager or appointed person*
 - *Evening groups – Group leader in charge*
- The worker responsible for each group should bring whatever registers they have and record the adults/young people/children/volunteers/assistant staff in attendance. After checking their group, they should report back to the Operations and Resources Manager/appointed person in charge at the assembly point.

Please encourage calmness and quiet so that checking is accomplished quickly

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

Creative Arts room and Recording room

Use the fire exit down the back stairs and through the main fire door out onto Mill Road. Assemble at the assembly point outside the garage in Hemingford Road. If this exit is not clear use the door down the stairs to the main building and exit through the main entrance and wait at the assembly point.

In the event of a fire and the impassibility of the staircase (fire exit route) or the door to the meeting rooms and main stairway out main door, shut all doors and remain in the area of the room furthest away from the source of the fire. Do not panic. If necessary, call for help out of the window. The fire doors are designed to retain the fire long enough for the fire brigade to rescue you through the windows overlooking Hemingford Road.

SCHEDULE 2

FIRE INSTRUCTIONS EVACUATION PROCEDURE – Ross Street Community Centre

In the case of fire, you must evacuate the building in accordance with the Fire Instructions. It is your responsibility to be aware of these instructions and where the nearest Fire Exit and Fire Appliances are located. Information below relates to the procedure for Ross Street Community Centre.

IF YOU DISCOVER A FIRE:

1. Immediately operate the nearest Fire Alarm Call Point
2. Attack fire, if possible, with the appliances provided
3. **DO NOT TAKE PERSONAL RISKS**
4. Make sure that the fire brigade has been called
 - a. Lift the receiver and dial– 999
 - b. Give the operator your telephone number (if calling from Ross Street Community Centre office, 07354 269613) and ask for the Fire Service
 - c. When the Fire Brigade replies say clearly “FIRE AT ROSS STREET COMMUNITY CENTRE, ROSS STREET, CAMBRIDGE”. Do not replace the receiver until the address has been repeated by the Fire Brigade (Ross Street Community Centre is the left just past the cross section with St Philip’s Road)

Leave the building and report to the person in charge at the assembly point

ON HEARING THE FIRE ALARM:

You must evacuate the building in accordance with the Fire Instructions. The staff member responsible for Fire Safety will identify whether there is a fire. Normally this will be the Designated Fire Warden. In his/her absence it will be the appointed person for fire safety.

Assembly Point: Car Park area opposite the bicycle racks.

Please assemble quietly. Whichever exit is used staff/users should still assemble at the assembly point which is in the car park area opposite the bicycle racks away from the building.

Use nearest available exit.

Always put your own safety and that of others first.

Do not stop to collect personal belongings.

Do not re-enter the building until the Fire Brigade / Person in Charge says it is safe to do so.

IMPORTANT NOTES REGARDING FIRE PROCEDURES

- **Staff should sign in on arrival and sign out on departure from Ross Street Community Centre.** In the event of a fire/fire alarm the Operations and Resources Manager or appointed person must know who is in the building.
- Staff members are responsible for knowing how many staff/volunteers and users are in attendance for each group. Volunteers and visitors should sign in at Reception.
- The Operations and Resources Manager is responsible for ensuring that all groups and individuals who hire Ross Street Community Centre are aware of the fire procedures. The leader of any hiring group should keep a register of who is in attendance at their group.

What to do if a fire alarm sounds:

- Encourage those around you to leave the centre quietly and quickly without collecting personal belongings.
- Assemble in the Car park area opposite the bicycle racks.....

In the event of a fire:

- The person in charge at the assembly point will normally be the Romsey Mill Designated Fire Warden – in his/her absence it will be the appointed person for fire safety. During sessions outside normal office hours it will be the staff member in charge of that group/session. Ross Street office is only staffed between the hours of 9am and 1pm.
- The group leader in charge of each activity in session should report to the Designated Fire Warden/appointed person and then check on the members of their group in session. For example:
 - *Preschool – Sarah Wygard or appointed group leader*
 - *Aspire Programme – Ruth Watt or appointed group leader*
 - *Young Parents Programme – James Bennett or appointed group leader*
 - *Youth Development Programme – Jon Sanders or appointed group leader*
 - *Daytime staff/volunteers – Operations and Resources Manager or appointed person*
 - *External Hire/Evening groups – Group leader in charge*
- The worker responsible for each group should bring whatever registers they have and record the adults/young people/children/volunteers/assistant staff in attendance. After checking their group, they should report back to the Designate Fire Warden/appointed person in charge at the assembly point.

Please encourage calmness and quiet so that checking is accomplished quickly

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

SCHEDULE 3

FIRE EVACUATION PROCEDURE – Mill Road Community Centre

In the case of fire, you must evacuate the building in accordance with the Fire Instructions. It is your responsibility to be aware of these instructions and where the nearest Fire Exit and Fire Appliances are located. Information below relates to the procedure for **Mill Road Community Centre**.

IF YOU DISCOVER A FIRE:

5. Immediately operate the nearest Fire Alarm Call Point
6. Attack fire, if possible, with the appliances provided
7. **DO NOT TAKE PERSONAL RISKS**
8. Make sure that the fire brigade has been called
 - a. Lift the receiver and dial – 999
 - b. Give the operator your telephone number (if calling from Mill Road Community Centre office, 07751 530359) and ask for the Fire Service
 - c. When the Fire Brigade replies say clearly “FIRE AT MILL ROAD COMMUNITY CENTRE, 6 HAZELL STREET, CAMBRIDGE”. Do not replace the receiver until the address has been repeated by the Fire Brigade (Mill Road Community Centre is on Hazell Street, just off Headly Street)

Leave the building and report to the person in charge at the assembly point

ON HEARING THE FIRE ALARM:

You must evacuate the building in accordance with the Fire Instructions. The staff member responsible for Fire Safety will identify whether there is a fire. Normally this will be the Romsey Mill Designated Fire Warden. In his/her absence it will be the appointed person for fire safety.

Assembly Point: Hazell Street, to the side of the community centre by the bicycle racks opposite the bicycle racks for the residential flats.

Please assemble quietly. Whichever exit is used staff/users should still assemble at the assembly point which is by the bicycle racks in between the community centre and residential flats on Hazell Street.

Use nearest available exit.

Always put your own safety and that of others first.

Do not stop to collect personal belongings.

Do not re-enter the building until the Fire Brigade / Person in Charge says it is safe to do so.

IMPORTANT NOTES REGARDING FIRE PROCEDURES

- **Staff should sign in on arrival and sign out on departure from Mill Road Community Centre.** In the event of a fire/fire alarm the Designated Fire Warden or appointed person must know who is in the building.
- Staff members are responsible for knowing how many staff/volunteers and users are in attendance for each group. Visitors should sign in to the visitor's book at Reception.
- The Operations and Resources Manager is responsible for ensuring that all groups and individuals who hire Mill Road Community Centre are aware of the fire procedures.

What to do if a fire alarm sounds:

- Encourage those around you to leave the centre quietly and quickly without collecting personal belongings.

Assemble by the bicycle racks in between the community centre and residential flats on Hazell Street.

In the event of a fire:

- The person in charge at the assembly point will normally be the Designated Fire Warden – in his/her absence it will be the appointed person for fire safety. During sessions outside normal office hours it will be the staff member in charge of that group/session.
- The group leader in charge of each activity in session should report to the Designated Fire Warden/appointed person and then check on the members of their group in session. For example:
 - *Preschool – Sarah Wygard or appointed group leader*
 - *Aspire Programme – Ruth Watt or appointed group leader*
 - *Young Parents Programme – James Bennett or appointed group leader*
 - *Youth Development Programme – Jon Sanders or appointed group leader*
 - *Daytime staff/volunteers – Operations and Resources Manager or appointed person*
 - *External Hire/Evening groups – Group leader in charge*
- The worker responsible for each group should bring whatever registers they have and record the adults/young people/children/volunteers/assistant staff in attendance. After checking their group, they should report back to the Designated Fire Warden/appointed person in charge at the assembly point.

Please encourage calmness and quiet so that checking is accomplished quickly

- HEALTH & SAFETY POLICY (v1.10): Reviewed by Ops & Resources Committee on 15th July 2026 for adoption at FBT on 5th August 2026

