

Prescap Projects: health and safety

Smoking

Prescap is a No Smoking building. You and your group can use the yard but don't forget to lock the door afterwards.

Fire Extinguishers

The fire extinguishers are in the middle rooms on both floors. Downstairs by the door into the front room and on the shelves near the DV suite. Upstairs at the top of the stairs by the toilet, there is one in the main front office too.

Checklist

- Check that you have booked any equipment or facilities that you need (see equipment guidelines).
- Check that you have keys to the building (see building guidelines) and details of the alarm etc if your workshop takes place when no workers are in the building.
- Check that the heating will be adequate and make arrangements for extra if needed. Check that you have everything you need to carry out a successful project.

Ask us if there's anything you are unsure of, don't leave it to the last minute as we can't always respond immediately.

Fuse Box

The fuse box is situated in the middle room downstairs (opposite the toilet) and has trip switches. These sometimes trip if a bulb goes. Just switch it back on. There are emergency lights in the workshop areas and torches on the shelves by the first aid kits, please familiarise yourself with them BEFORE the lights go out!

First Aid

First Aid kits are kept near the fire extinguishers in the middle rooms on both floors. If anything happens please fill in an accident report in the book and inform Prescap, however trivial the injury seems to be.

Keyholders

Remember that sometimes there might be a Prescap worker on their own upstairs in the office so please ring the bell before you let yourself in. It can be really spooky to hear the front door open and not know who has come in!

Personal Safety

Always make sure you are safe when you are in the building or leaving the building at night. If you feel threatened there are emergency contact numbers on the door to the stairs downstairs and upstairs. There are phones accessible on both floors. One by the computers downstairs and one in the Meetings room upstairs. To use the phone, just press 9 before dialling the number.

Emergency contact numbers:

Dave Knight (chairman) 07973 186466
Jeremy Barker (Trustee) 07966 171795
Jo Cook (Trustee) 07786 197180

Spotting Abuse

When you are working with young people or vulnerable groups and you notice anything that makes you suspect abuse of any kind please let us know. It's not your responsibility to decide whether or not abuse is taking place just to report your concerns. Prescap will contact Social Services people who can deal with these issues properly. We have a responsibility to our group participants to promote the welfare, health and safety of all.

Support

When you are working with an existing group there will usually be a support person who knows the group. When the group has come together especially for the project, this won't happen.

Cancelling Sessions

If only one participant turns up for a workshop and you feel vulnerable either physically or in any other sense - Prescap authorises you to cancel the workshop and we will support your decision (and pay you!). Let us know immediately what the problem was so we can negotiate with the client etc.

One to one

If at all possible make sure you are not alone with a participant. Try to make sure there is someone else around. This is especially important with young or vulnerable people and is for yours as well as their safety. Prescap has guidelines for working with young people, contact us for a copy.