



## General arrangements and procedures

### Working away from Hive

It is the responsibility of anybody booking or arranging an external venue to ensure that the relevant health and safety information for the venue is obtained, including the venue's own risk assessments and emergency arrangements as appropriate. A record and copies of information and risk assessments should be kept in the Hive document store.

On arrival at the external venue it is the responsibility of the staff member, volunteer or tutor to check and provide details to all attendees of:

- the location of fire exits and routes, alarms and extinguishers
- the emergency evacuation procedures and assembly point
- the location of first aid supplies
- designated first aiders
- details of how to report an accident or incident.

All activities undertaken away from Hive premises must be risk assessed in conjunction with the host organisation or client. This should include:

- protection from substances hazardous to health
- adherence to safety procedures laid down by both Hive and the venue for any activities being undertaken
- fire safety and procedures
- reporting to venue staff and Hive's manager any health and safety issues needing attention.

Staff members, volunteers or tutors working away from Hive must ensure that they work safely and efficiently, without endangering the health and safety of themselves, their colleagues, attendees, the general public, or anybody else who has right of access to the premises or the organisation where they are currently working.

Where staff members, volunteers or tutors are working or travelling alone, they must follow the procedures for working elsewhere in the lone working policy.



### Guidelines for working in unstaffed venues

- Check that fire doors are not locked or blocked
- Check:
  - evacuation procedures
  - which exit routes you can use, and that they are clear of obstruction
  - where the evacuation assembly point is
  - the location of fire alarm points
  - the location of fire extinguishers, blankets, and other fire-fighting equipment
- Ensure you have a charged mobile phone handy (with reception), or the location of the nearest fixed-line phone
- Complete the Health & Safety checklist and statement and read it out to attendees at the start of the first session of the activity (appendix 1)
- Make sure all equipment is placed in a safe and stable position
- Avoid trailing leads wherever possible
  - Ensure that leads are laid securely with as short a run as possible
  - Use cable covers / cable mats where trailing leads are unavoidable
  - Alert attendees to any trailing leads
- Always use any protective clothing and equipment required or recommended
- If carrying equipment, resources or items into venues, follow 3c Manual Handling procedures
- If working at height, follow 3d Working at Height procedures (in particular not standing on items other than a safely-operated ladder to reach heights)
- If present at the venue alone (particularly when opening or locking up), ensure that you follow 3e Lone Working procedures
- Ensure that space used are free from obstruction and clutter (particularly gangways and walking areas)
- Report any accident, injury, near miss or dangerous occurrence to the venue operators and the Hive manager. Accidents should be logged in the accident book and the others should be logged in the incident log.



## Appendix 1: Health & safety checklist and statement (unstaffed venue)

This checklist and statement should be completed at the beginning of the first session, and read out to attendees. It should be repeated to anybody who joins the activity later.

Health and Safety is a matter for which everyone is jointly responsible. Please therefore:

- Let me know of any potentially hazardous situations you notice in or around the venue.
- Ensure that your actions do not endanger yourself or anybody else.
- The fire exits and routes for this venue are:
  
- The assembly point is:
  
- In the event of an emergency evacuation of the premises, please proceed to the assembly point as quickly and calmly as possible. Do not stop to gather belongings. Remain at the assembly point until I give you the all clear to leave. Please help other students who may have difficulty getting out, but your own safety is your priority.
- If you see a fire please raise the alarm by triggering the fire alarm and shouting “Fire, Fire, Fire”. The nearest fire alarm point is located:
  
- Possible hazardous substances or procedures in this activity are:
  
  
- Please let me know of any substance or procedure which may be used in this activity which could cause you a problem.