GENERAL STATEMENT of HEALTH & SAFETY and RISK ASSESSMENT

The Centre for Life is a purpose built and modern facility and fully meets all current fire & building regulations. The design process of both building and fit-out fully considered the Health and Safety needs of mass by visitors.

The Chief Executive and all Directors of the Company regard the promotion of health and safety measures as a mutual objective of both management and employees. It is therefore the company’s policy to take any reasonable action to prevent injury and damage to property, and to protect everyone, the public and Centre staff, from reasonably foreseeable hazards in so far as they come into contact with the company or its services or products.

The Company is committed to provide a safe place to visit and a safe means of access and egress within all parts of the Centre. Safe access and egress includes movement in and out of the Centre and safe access within the Centre.

The philosophy of risk assessment is well understood. There is an ongoing training process and all annual tasks; occurrences and practices undergo risk assessment.

Fire
The building and premises are fire risk assessed annually, the terms of which are fully complied with. There are well-established, written evacuation procedures and staff are fully trained in both personal and visitor fire safety. The departments are well equipped with regularly maintained fire fighting equipment and fixtures and fittings are of a low combustible nature. The entire building is covered by a combination of heat and smoke detection and a sprinkler installation. The alarm is audible throughout the building and contact with the Fire Brigade can be made via control room. As well as internal checks and staff training in emergency evacuation procedures, external specialist contractors give extra training where necessary. All systems are tested and certificated annually by external specialist contractors.

Although the Centre is accessible by large numbers of people the management process, building specification, regular staff training and maintenance regime make fire risks low.

Life Lab
Due to the nature of the facility, all workshops and chemicals have been logged, labelled, and correctly stored and risk assessed. All new chemicals/workshops undergo risk assessment. Life Lab is also a member of Association for Science Education (ASE) as well as the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).
First Aid and First Aid arrangements
The Company will comply with The Health and Safety (First Aid) Regulations 1981.

To ensure adequate cover during opening hours there are a minimum of 25 members of staff, within the company, trained in First Aid at Work. First Aid at Work training is provided by organisations whose training and qualifications are recognized by the Health and Safety Executive. Renewal courses are provided to staff every three years to maintain their qualification. The names and locations of all first aiders are posted on the health and safety notice boards. Volunteers for first aiders will be sought. In the event of no volunteers, the Health and Safety Manager will nominate a suitable candidate.

First aid supplies are stored in the following locations: Reception, First Aid Room, Kitchen, Meeting & Events Reception, Management Suite, Education prep room, Biomedicine reception, Car Park, Technical Workshop, Building Services Workshop, Maker Space, Experiment Zone, Control Room and Loading Bay. First Aid staff are responsible for replacing supplies used and reporting any missing or damaged first aid boxes.
A first aid room is located in reception of the Science Centre with equipment and facilities to allow first aid treatment of visitors or staff if required.
A defibrillator is kept in Control Room. A number of staff are trained to use this. If the defibrillator is required, a first aider or a member of staff assisting must inform Control Room immediately by radio or telephone (8260) stating their precise location. A control room member of staff will take the defibrillator to the location of the first aider by the quickest possible route.

Terrorism
All staff are briefed on the guidelines recommended by the National Counter Terrorism Security Office.

Staff
All staff selected to work within the education department or elsewhere in the centre with responsibility for children under the age of eighteen are appointed subject to a formal check with the Disclosure and Barring Service (DBS) in addition to taking up normal references. Further DBS checks are taken periodically during employment.

Show equipment
All equipment is maintained by a team of in-house specialist technicians of suitable experience and training, supported by external specialist maintenance contractors. Portable appliance testing (PAT) and fixed electrical testing is carried out annually.
All equipment is regularly inspected and any faults rectified to ensure that it is maintained in a safe condition, including logged daily visual checks of all equipment used by the public and staff. All shows, including the 4D Motion Ride, are operated by fully trained and competent members of staff. Safety precautions are in place for the 4D Motion Ride which includes a height restriction, those smaller than 4ft/1.2m are not permitted to ride. There are moving video and film images used within the exhibition area. Where strobe lighting effects are used a suitable warning will be provided.

Signed on behalf of Life Science Centre.

Elizabeth Dean, Director responsible for Health & Safety