

740 (Whitby) Squadron – Visitor Health & Safety Brief

ITEM	BRIEFING POINT
Arrival	All visitor are required to sign in and out of the Squadron using the Visitors register. All visitors are to report to the OC's office when arriving.
H&S Policy	You should note that there is a Squadron Health & Safety Statement located on the main noticeboard. It is your responsibility to familiarise yourself with this policy. While on the premises you are to comply with the H&S policy. Should you come across a H&S concern during your visit, this must be brought to the OC's attention immediately.
Equipment	You are not to bring any equipment onto the unit without the permission of the OC. It is your responsibility to ensure that any equipment used is fully serviceable and tested to the current requirements. If you are using any squadron equipment and you find a defect, please report it immediately to the OC or a member of staff.
Fire	<p>In the event of a fire:</p> <ol style="list-style-type: none"> 1) Raise the alarm (by shouting Fire, Fire, Fire and breaking the glass on the nearest alarm call point). 2) Exit the building by the nearest available and safe exit, closing any doors on route. 3) Move to the assembly point which is the far side of the carpark near the Astro Turf. 4) Do not attempt to fight the fire, the fire fighting equipment is there to assist you in exiting the building only. Do not put yourself at additional risk by fighting the fire.
First Aid	<p>If you injure yourself whilst on the unit you must;</p> <ol style="list-style-type: none"> 1) Report the incident to a member of staff immediately 2) A qualified first aider will provide treatment if required 3) Staff will fill out an accident form with you. 4) If required an ambulance will be called – location of squadron is 740 Whitby Squadron ATC, Rear of Whitby Sixth Form, Whitby, North Yorkshire, YO21 1QA. 5) A first aid kit is available in the OC's office.
Health	It is your responsibility to inform the OC or member of staff of any known disabilities or personal health needs that may affect your visit to the unit.
Out of bounds	<p>The following areas are out of bounds to visitors;</p> <ol style="list-style-type: none"> 1) Any of the school buildings 2) Any fenced off areas adjacent to the squadron building 3) Cadet toilets 4) Private offices (unless invited) 5) Stores
Risk Assessments	Visitors are advised that all RAFAC activities are governed by risk assessments and copies of these are held in the OC's office, should you need to view them.
Smoking & Alcohol	By order of the OC the squadron is a no smoking site. This includes all areas of the school. No alcohol is to be brought onto site.
Bullying & Harassment	The RAFAC maintains a corps policy of Zero Tolerance on bullying and harassment. Any such behaviour displayed will be dealt with initially by the OC but civil law enforcement may be called should the OC consider it necessary.

BY SIGNING IN ON THE VISITORS REGISTER YOU SIGNIFY ACCEPTANCE OF YOUR RESPONSIBILITIES AS DETAILED ABOVE