Work, Health & Safety Information for Volunteers

Safe work procedures and control of risks at Our Lady of Fatima Hall and Parish House

Exits

- Note all exits and make sure these are clear
- Evacuation meeting point is the grass area outside the Parish Hall.

Fire Safety - HALL

- Location of fire extinguishers:
  - Kitchen – AB/E (wood, paper, textiles, oil, liquid and electrical fires)
  - Meeting room – CO2 (paint, oil, electrical and other liquid fires)
  - Entrance foyer – CO2 (paint, oil, electrical and other liquid fires)
- Location of fire blanket – kitchen

Fire Safety – PARISH HOUSE

- Location fire extinguishers
  - Kitchen – AB/E (wood, paper, textiles, oil, liquid and electrical fires)
  - Entrance foyer – CO2 (paint, oil, electrical and other liquid fires)
- Location of fire blanket – kitchen

First Aid Kits

- located in hall kitchen, playgroup meeting room, Parish office

Lifting and moving chairs and tables in the hall

- refer to safety procedure posters inside cupboard doors.

Emergencies - call 000

Address: 825 Forest Road, Peakhurst
Nearest cross street: Isaac St

Security

- ensure all doors and windows are locked when exiting the Parish House / Hall

Report any faults / health & safety issues to Parish Secretary, Clarissa Finan
on 02 9533 2594 or at olfpeak@bigpond.com