



Newtown Neighbourhood Centre Incorporated

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Safety at Newtown Neighbourhood Centre

Organisers of meetings and activities at Newtown Neighbourhood Centre (NNC) need to be aware of basic safety and security issues while in the building. It is the responsibility of the organiser(s) to ensure the safety of all the participants in their activity. NNC is not staffed before 9am or after 5pm Monday to Friday or on weekends and organisers of activities need to be prepared for emergencies and have appropriate plans.

NNC requires that the following procedures be carried out while using the Centre:

- Before starting any activities check the area for safety. This could be broken chairs, broken glass, needles etc. The site should also be checked for the type of activity you are carrying out e.g. a gentle exercise group needs a clear area with no obstructions such as tables and chairs
- Check where the exits are (including Fire/Emergency Exits) and inform the participants of your group where they are
- Prepare a basic evacuation plan
- Check where the fire extinguishers are and what types they are. If you have never had instructions on them ask an NNC staff member you are dealing with how to use them
- Always have a mobile phone available for emergencies
- Remember that the front doors may be open at certain periods while groups are using the premises and anyone can walk in. Be aware of personal safety and don't leave any items unattended.
- Organisers should ensure that all participants have safely left the building before they lock up and leave, using the appropriate exits
- Organisers should ensure that emergency exits are only used during emergencies and remain closed at all other times
- Numbers of participants are not to exceed the rooms capacity as stated in our *Conditions Of Use* form
- Report any accidents or incidents to NNC staff using attached form
- Report any hazards or potential hazards you have identified while in the Centre
- If discarded needles/syringes are found please contact the Needle Clean Up Hotline on **1800 633 353** this service provides information about removing discarded needles and syringes from public places.
- Do not leave any personal/group items in the common areas or room hire rooms, NNC does not provide storage and items may pose as a safety hazard, likewise do not remove/move NNC furnishings from or within NNC premises

NNC welcomes any feedback regarding health and safety on the premises and we encourage you to contact us with any issues.

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