

# **FRIENDS MEETING HOUSE 12 JESUS LANE CAMBRIDGE CB5 8BA**

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Warden : Kirsten Lavers

Assistant Warden : Richard Seed

## **SAFETY AT THE MEETING HOUSE**

Dear Organiser

We look forward to welcoming you to Jesus Lane Friends Meeting House. As you are hiring a room for your meeting, we ask you to read these guidelines and take appropriate action to ensure that your activity is both safe and rewarding. Please keep these notes for future reference, and please circulate them to members of your group as appropriate

### **Fire Precautions**

Please familiarise yourself with the procedure to be followed if you hear the fire alarm or if you detect a fire. The procedure is posted adjacent to the door of each room. After leaving the building because of a fire, the gathering point is outside the ADC Theatre. At the beginning of your meeting, the Warden will give a short talk about fire safety to your group and will require a signature that this talk has been given.

Fire extinguishers are located in the kitchen, in the kitchen passage, in the ground-floor hall and on the first-floor landing. Water extinguishers (large red case) must not be used on electrical, gas or oil fires.

### **First Aid**

A First Aid case that is accessible for all users of the Meeting House is located in the Library on the ground-floor hall, labelled 'First Aid Box'.

### **Medical Assistance**

The following telephone numbers are also written on a card inside the First Aid case:

Emergency Ambulance 999

Addenbrooke's Hospital Accident & Emergency 01223 217118

GP surgery at 2 All Saints Passage (three minutes' walk) 0844 477 3939

Please see the Warden if you need to use the Meeting House phone.

### **Health & Safety**

Please take care at all times not to create hazards for people attending your meeting or other events at the Meeting House. Particular care should be taken in the kitchen when heating water or cooking, and in all rooms when using electrical cables. If you believe that any aspect of the Meeting House's structure, furniture or appliances may be hazardous, please report this to the Warden for attention.

Anyone handling food should be asked to read the guidance on the Essentials of Food Hygiene which is displayed in the kitchen.

Please report any accident that happens on the premises to the Warden.

*July 2023*