



**English
Folk**
DANCE & SONG SOCIETY

**Cecil Sharp
House**

EFDSS Health and Safety

Policy and Procedures

&

Access to Cecil Sharp House

2019

As a hirer, activity leader or staff member working at Cecil Sharp House, it is your responsibility to;

- Be familiar with these guidelines
- Record how many people are in your group during your visit
- Be aware of and report to the Duty Manager any access or medical needs within your group

If you hear the fire alarm;

- Direct your group to the nearest emergency exit
- 'Sweep' your room and be the last to leave
- Report your group to the Duty Manager (wearing High Vis vest)

EFDSS Health and Safety Policy

Health and Safety is a shared responsibility across all staff, hirers and group leaders at Cecil Sharp House.

All staff, group leaders and hirers of the building must comply with the EFDSS Health & Safety Policy and Procedures. These procedures may be changed from time to time by management or because of the requirements of Health and Safety Legislation.

EFDSS recognises that it has a duty, under the Health and Safety at Work Act, 1974, to safeguard as far as is reasonably practicable, the health, safety and welfare of all staff at their place of work. The Society's Health and Safety Policy is displayed on the Notice Board and online at www.efdss.org

Failure of staff to follow the Health and Safety Policy can lead to serious consequences and formal action by EFDSS.

Please adhere to the following points when working at, hiring a room or leading an activity at Cecil Sharp House:

1. Ensure that you act in a safe and sensible manner at all times.
2. In the case of fire, you must evacuate the building in accordance with the Fire Evacuation Procedure. It is your responsibility to be aware of these instructions and where the nearest Fire Exits are located.
3. Work safely when operating specialist equipment; for example when bringing in technical equipment it must be PAT tested. If handling chemicals or dealing with substances hazardous to health always follow instructions, wear protective clothing and ask for training if needed. If in doubt, ask for help before operating or bringing anything into the building that may put yourself or others in danger.
4. You will report any incidents or defects that may lead to injury or fire.
5. You will co-operate with the investigation of incidents or accidents to aid prevention of a recurrence.

Evacuation Procedure

The fire alarm is tested at 8.30am each week. Alarm tests involve intermittent bursts of sound and this will last two to three minutes. You will not be required to evacuate during this test.

The Fire alarm sound is a ***continuous*** ringing sound.

Please leave the building immediately when this alarm sounds. Do not retrieve any personal items.

Our assembly point is **The Gloucester Avenue Gate.**

Nominated Fire Marshals

During office hours Monday to Friday each floor has a Fire Marshal who is a trained member of EFDSS staff. Their role is to;

- Evacuate all people from their floor
- Perform 'sweep' on their floor
- Close all doors on their floor
- Report their group clear of the building to Duty Manager

Outside of office hours, the Fire Marshal role is held by the Duty Manager, who may be working on their own.

It is of absolute importance that all group leaders, tutors and hirers are aware that it is their responsibility to lead their groups to the nearest fire exit.

Reporting a fire

If you suspect a fire please inform a Duty Manager/Receptionist or deploy the alarm using an alarm call-point. The alarm call-points are at each emergency exit and on each landing.

Our alarm system is monitored by the fire services, however if you are required to report a fire please call 999 using 9 to get an outside line from an internal telephone.

Please state our address as;

2, Regent's Park Road, Camden, NW1 7AY

On arrival, please inform the fire service if anyone remains in the building.

Please note there is no level access into or out of the building – entry for wheelchair users is via the lift only and this lift will not work in an evacuation.

Staff, group leaders and hirers **must** be aware of any visitors with access needs who may need assistance exiting Cecil Sharp House in an emergency and who is available to help in an emergency.

If you are group leader or hirer and are aware someone in your group may need assistance exiting the building please ensure the Receptionist or Duty Manager is aware of what assistance might be required on arrival and who can assist this person if needed.

Lift

Do not attempt to use the lift in the event of an evacuation.

If the lift is in operation when an evacuation occurs it will automatically proceed to the outside entrance/exit (Level -1). Please leave the building and congregate at our assembly point; **the Gloucester Avenue Gate.**

If you have access needs please use emergency exits where possible and safe to do so.

Storrow Hall has 4 steps up, one small step down and 8 further steps up to ground level.

Trefusis Hall has 14 steps up and 3 steps down to ground level.

Kennedy Hall has 11 steps down to ground level from reception or 13 steps down to ground level from the rear emergency exits.

Level 1 has 36 steps down to ground level.

Level 2 has 58 steps down to ground level.

If you are unable to use the emergency exits please remain in one of our safe zones until you are instructed otherwise.

Safe Zones

Level -2 – Trefusis or Storrow (Emergency Exits, outside the building, please note 4 steps lead to Storrow's fire exit)

Level 0 – Lift corridor

Level 1 – Lift corridor

Level 2 – Lift corridor

Please close all doors to these areas or allow them to close when the fire alarm is activated.

Evacuation Chairs

Our Operations Director, Venue Operations Manager, Caretaker, Receptionist and each of our Duty Managers are Evacuation Chair trained (New Staff will require training and old staff an annual refresher). In the event of an evacuation they will assist you out of the building if circumstances permit.

Our evacuation chairs are located on each landing but please remain in a safe zone.

The evacuation chair must be operated by two trained CSH staff members at all times and a visual risk assessment must be performed before use. Do not operate if the users or evacuee would be in danger.

'Show mode'

During an evening or weekend event the Duty Manager will co-ordinate any evacuation with the assistance of the Event Assistants. The Duty Manager will, where possible, make an announcement on stage if an evacuation is necessary and ensure that the house lights are switched on.

For seated events – all chairs must be linked to maintain the rows during an evacuation. No more than 20 chairs should be linked together and each end of row must have a one metre clear zone from the walls, stage and the next row to enable safe and quick evacuation.

Each emergency exit is staffed during events and this person will guide visitors to the assembly point.

CSH has visual alarms in each accessible toilet and in the Kennedy Hall to alert hearing impaired visitors – these flash a red light.

CSH engineers are asked to cease all amplified music immediately and all performers are asked to stop their performance and exit the building.

First Aid

First aid must be practiced by a trained First Aider only.

First Aid Kits are located:

Staff Kitchen – Level 2 (admin office)

Staff Kitchen – Level 1 (education)

Reception

Library

Café and Bar

Please report any of the following to a Duty Manager;

- Slippery Floors
- Damaged/faulty electrical fittings
- Trip hazards
- Chemical hazards

Do not block doors, emergency exits or staircases.

If you are bringing **ELECTRICAL EQUIPMENT** into CSH you must be able to demonstrate that it has up to date PAT certification.

All accidents must be reported to a Duty Manager and logged in the accident book at reception.

Hazardous or threatening behaviour

CSH has a zero tolerance behaviour policy. Any person behaving in a threatening, violent or harassing way to any other user of the building will be asked to leave.

For more info please read our Code of Conduct within our Terms and Conditions at the link below:

<https://www.efdss.org/efdss-about-us/terms-and-conditions>

Accessibility

All floors of CSH are accessible via lift and the external lift entrance can be found in the car park on the Gloucester Avenue Road side of Cecil Sharp House. If you would like a demonstration on arrival please contact us ahead of your visit.

The lift can transport up to 13 people or 1000kg.

There are two wheelchair accessible toilets at the reception level (Level 0) and one at the basement level (level -2).

There is a ramp available for access to the Stage in Kennedy, this must be requested in advance of the date it is needed.

Find out more about access at our Access webpage: <https://www.efdss.org/efdss-contact-us/access>

Parking

CSH has limited parking. However, we can provide up to three spaces for visitors with access needs. A car parking space can be reserved in advance, please telephone 0207 485 2206 to discuss this or any other access requirement. In the event that the CSH parking area is full, there is street parking in our area and this is free at evenings and weekends.

If you have any questions on Health and Safety, accessibility or any other aspect of your visit please contact **Sam Stinton** our Venue Operations Manager at sam@efdss.org .

For pre-hire or event enquiries please contact:

Hires (standard office hours are Monday to Friday 9:30am to 5:30pm)

hire@efdss.org or 0207 485 2206 ext. 224

Operations (out of office hours)

Operations@efdss.org or call 0207 241 8958

Alternatively please see the on-site Duty Manager for any information

Getting here

Cecil Sharp House
2 Regent's Park Road
LONDON
NW1 7AY

How to find us

Tube: Camden Town or Chalk Farm (lift access at Chalk Farm only)

Overground: Camden Road

Bus: C2 or 274

Telephone: 0207 485 2206

For more information please visit

<https://www.efdss.org/efdss-contact-us/how-to-get-here>