



Fire, Health & Safety

Every member of our team has a responsibility to themselves, their colleagues and customers to ensure Living Springs is a safe environment to work in and visit.

The following procedure should be adhered to in the event of a fire:

Fire Evacuation Procedure

If you discover a fire:

1. Raise the alarm - go to the nearest fire alarm panel and break the glass
2. Warn others in the immediate area as you evacuate
3. Dial 111 by either a cell phone or any of the landlines - if using a landline don't forget to dial 1 for an outside line first
4. Use the exit stairway and emergency doors to evacuate
5. Report the location of the fire to the fire warden
6. Confirm with the fire warden that the fire service has been called
7. Follow the instructions of the fire warden and / or the fire service
8. Then proceed to the assembly point at the flagpole and assemble there
9. Do not re-enter the building until the all clear is given by the fire service
10. Always walk quickly and quietly to the place of safety

If you hear the fire alarm:

1. Evacuate the building via the nearest exit
2. Proceed immediately to the assembly point at the flagpole
3. Ensure the fire warden knows you are there
4. Do not re-enter the building until the all clear is given by the fire service
5. Always walk quickly and quietly to the place of safety

The Living Springs Health and Safety Policy describes in detail the process put in place to maintain our commitment to H&S in practice.

Health and Safety Policy

Policy Statement - Commitment to Excellence

Living Springs is committed to reaching a high standard of health and safety for its employees, contractors, guests, and participants. Living Springs shall take all practicable steps in management of safety for anyone involved in the business through identification of hazards and training. The standard of Health and Safety, and Living Springs target is to comply with the Health and Safety at Work Act (2015). Participants will be informed of risks involved in activities that we offer. A full Health and Safety Plan is in operation and is reviewed frequently.

Our Objectives

To achieve our objectives we:

- Agree to health and safety objectives and performance criteria for managers and work areas
- Annually review health and safety objectives and managers performance regularly
- Actively encourage the accurate and timely reporting of all incidents and injuries
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are formulated to take corrective action
- Actively encourage the early reporting of any pain or discomfort
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any hazards deemed to be significant
- Ensure that all employees are made aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner
- Encourage employee consultation and participation in all matters relating to health and safety
- Promote a system of continuous improvement, including the annual review of policies and procedures
- Achieve business benefit by reducing costs associated with H&S failures
- Meet our obligations under the Health & Safety in Employment Act 1992 (as amended by the Amendment Act 2002) the Health & Safety in Employment Regulations 1995, Codes of Practice, and any relevant Standards or Guidelines.

In making this commitment, the management of Living Springs actively encourages every employee, volunteer and contractor to share in the commitment to health and safety.

In order to ensure people work together in the best interests of themselves and of others and in the best interests of the business we recognise that:

- Every manager and team leader has a responsibility for the health and safety of those employees, contractors or volunteers working under their direction
- Each employee, contractor and volunteer is expected to play a vital and responsible role in maintaining a safe and healthy workplace by:
 - Observing all safe work procedures, rules and instructions
 - The early reporting of any pain or discomfort
 - Ensuring that all incidents, injuries and hazards are reported to the appropriate person