

APPENDIX B3

Housekeeping arrangements

The purpose of a safety briefing prior to the beginning of a session is to provide all attendees with the knowledge, or reminder, of how to respond in case of emergency and domestic arrangements in the building.

If you feel unwell or have COVID-19 type symptoms please advise your tutor immediately and return home.

In case of an emergency

Know your physical location and identify emergency exits and the assembly point in case of building evacuation.

“In the event of an emergency, please exit out _____.”

Once outside, proceed to _____ where we will meet (and do roll call).”

Fire alarm test

The fire alarm test is schedule on _____ at _____ hours.
If the alarm is activated outside this time please evacuate the building and go to the assembly point.

Refreshments (if applicable)

Refreshments will be provided and located in the following area.

First Aid

First aiders are _____

Toilets

Toilets are located _____

Smoking/E-cigarettes/Vaping

None of the above are permitted within the learning area. If you do wish to smoke, etc please go outside and ensure you are a minimum of 10 metres away from the building.