

Mythstories Museum,
 The Morgan Library
 Aston Street,
 Wem,
 Shropshire,
 SY4 5AU

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EMERGENCY RESPONSE PLAN

Mythstories Emergency Response Plan

What is an emergency?

An emergency is an imminent or actual event that threatens people, property or the environment **and** which requires a co-ordinated and rapid response.

This document contains

1. what to do in an emergency
2. a plan for recovery
3. learning from the emergency
4. risk assessments

Who is it for?

- Mythstories management and trustees
- Other users of The Morgan Library
- Shropshire Council (property owners)
- Emergency Services

With Part 1 only to...

- Mythstories in museum staff and volunteers
- Tenant of 55 Aston Street

Circulation list at end of document

PART 1 – WHAT TO DO IN AN EMERGENCY

PEOPLE COME FIRST

The senior staff member present

- Asks everyone in the museum to assemble on the curtilage
- Checks everyone is out of the building and 55 Aston Street - the House to the rear of the museum
- Assesses whether:
 - (1) People need to move further away for their safety
 - (2) Anyone needs medical help
 - (3) Anyone is unaccounted for
- PHONES 999 to report the emergency.

Location: The Morgan Library - SY4 5AU

OBEY instructions from the emergency services
DO NOT attempt to deal with the immediate cause on your own
DO NOT get in the way of the emergency services.

- Delegates a fellow staff member/volunteer to:
 - (1) Liaise with visiting group leader or individual visitors to ensure their safety and well-being.
 - (2) Take name and contact details of visitors present during the incident.
- Liaises with the emergency services, they might need to know any or all of the following:

Electricity Isolator And fuse boxes	In Telling & Listening Room Right-hand wall next to sink
Water Stop-Cock	In Staff Toilet Inside the door on the left hand side. Mind the steps!
Fire Alarm Control Box	Inside main door on right Code:3112 then 1 to silence, 2 to reset
All Heater Switches	In Telling & Listening Room In row on front wall, left hand side of the window
Light Switches Room 1 and Telling & Listening Room	In Telling & Listening Room Right hand side of door as you enter
Light Switches Room 3	In Room 2 Right hand side of double doors as you enter
Light Switches Room 2	In Room 2 Just beyond door to Telling & Listening Room
Main store of flammable material, paint & craft glues	In Telling & Listening Room In tall metal locker

2. A Plan for Recovery

Once the emergency has passed
OR IN NON-URGENT SITUATIONS
eg: Burst Pipe, water leak, structural damage.

Remember DO NOT ENTER/RE-ENTER the building
if there is any threat to your personal safety.

The senior staff member present should
contact the curators:

Dez and Ali Quarréll

to discuss possible courses of action. If they are
not available, see the contact list and choose
contacts appropriate for the situation.

TAKE TIME TO THINK

REASSESS AFTER EACH ACTION

General Rules to consider

1. Take photos of damage and make notes to
aid your memory

Use your mobile phone or tablet

2. The Primary aim is to make the building secure; both for safe working and to deter unauthorised entry.
3. The Secondary aim is to minimise further damage to exhibits or the environment
4. Move exhibits only when necessary, instead protect exhibits from further harm eg: by covering them.
5. Consider the well-being of your fellow-workers and volunteers, make sure they are fed and do not overwork.

**ASK YOURSELF IF YOU ARE GETTING CARRIED
AWAY ON THE ADRENELIN**

ONLY DO WHAT IS ABSOLUTELY NECESSARY

People to contact are listed on the following pages.

Useful Information:

DATA STORAGE & BACK-UPS

Inventory of collection

Main copy - laptop in Room 1 desk bottom drawer.

Back ups - (1) on data key with curators

(2) on Mythstories' main technical laptop with curators

(3) on Mythstories' Dropbox.

Museum accounts and projects

Current:

Main copy - office laptop with curators

Back ups - (1) Mythstories' Dropbox

(2) on Mythstories laptop in desk drawer Room 2

Previous:

On cd in curator's home

Computer and Dropbox Passwords

In document on office laptop with curators

Back-up - on data key with curators

Legal Documents

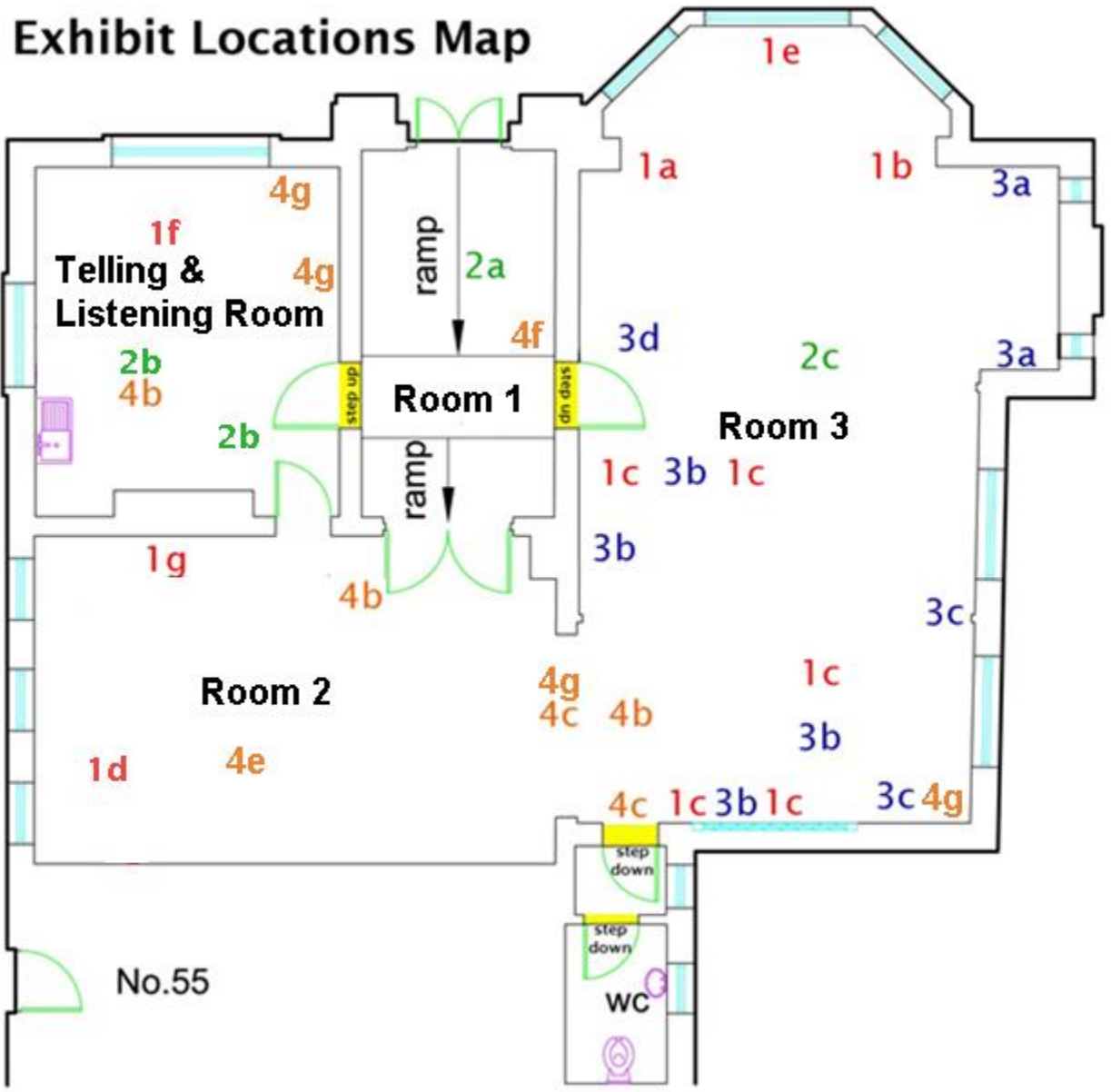
Originals in filing cabinet in Room 2

Back Ups - (1) scanned copies on office laptop with curators

(2) scanned copies in Dropbox

OBJECTS - SALVAGE IN THIS ORDER

DO NOT start any salvage operations until the environment is safe to work in.



1. Original Artworks: (numbered red on map)

a & b Giants (2 pieces)

Room 3 Front

*These two exhibits are lashed to blocks on the floor and stabilized with ropes and are top heavy and unstable when free from their fixings. Dismantling them for easy transport into component parts takes approximately two hours.

c Automata (5 pieces)
made by John Grayson

Room 3 Back Left

*The automata are fixed to the furniture with silicone mastic.

d. Edric & Godda (3 pieces)
made by Louise Frances Evans

Room 2

e. Gilgamesh Tablets (8 pieces on 1 stand)
made by Neil Dailrymple

Room 3 Bay Window

*!!!The wooden frame is extremely heavy!!!

f. Storytelling Screen (3 sections on 4 supports)
made by Rachel Moses

Telling & Listening Room

g. Storyteller Cartoons (12 paintings)
by Zora Payne

Room 2 Wall next to Telling & Listening Room

2. Storytelling artefacts (green on map)

- a. All of the myriad small items on the wall, chest of drawers and shelves

Room 1

- b. Kamishibai (Japanese wooden storybox and slides)

in Telling & Listening Room and on top of bookcase in Telling & Listening Room

- c. South American Jigsaw

on floor in Room 3

3. Display enhancements (blue on map)

- a. Traveller Boxes and contents

Room 3, Inglenook - Under seats in traveller wagon

- b. Indian Furniture

Room 3 - Back Left

- c. Artificial plants

Room 3 - Back Right

- d. Giants' treasure chest with contents

Room 3 - by 'staff only' door to Room 1

*Can be dragged but cornering is difficult as it has two fixed wheels.

4. And then.... (orange on map)
 - a. Acrylic Paintings on Walls
throughout
 - b. Books
On bookshelves throughout
 - c. Puppets
Hanging between Rooms 2 and 3
 - d. Moveable display items
throughout
 - e. Office equipment and files
In desk and filing cabinet in Room 2
 - f. Netbook computer
In bottom drawer of desk in Room 1
 - g. Computer installations
In Rooms 2 & 3 and Telling & Listening Room

Part 3 – Learning from the Emergency

When things are back to normal:

Hold a celebratory event for the team

Ask them for feedback on:

- how the recovery plan unfolded
- what could have been improved

Take time to revisit the photographs and notes taken during the emergency.

Review and revise this plan.

Distribute the revised plan in accordance with the distribution list on page 2

Part 4 Risk Assessments

Page 14 Fire

Page 24 Flood

Page 27 Vandalism and Unauthorized
Entry

Page 28 Accident

FIRE RISK ASSESSMENT

for The Morgan Library,
Aston Street, Wem,
Shropshire, SY4 5AU



SEPTEMBER 2016

General

The purpose of this document is to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled and contained quickly, effectively and safely; or that if a fire does occur and grow all persons on our premises are able to escape to a place of total safety easily, quickly and safely.

The Morgan Library is a Grade II Listed purpose-built library and librarian's house in the centre of Wem, owned by Shropshire Council.

The librarian's house is let to a private tenant as a dwelling-house.

Mythstories museum occupies the interior of the library on a restrictive Lease, which leaves responsibility for the maintenance and repair of the building with the Council.

The Lease also allows Mythstories and its visitors to pass and re-pass over the curtilage.

Mythstories museum contains the Mythstories collection of storytelling objects, together with associated office space.

The museum is staffed and opened to the public on an ad hoc basis.

Typical day-time user groups are visiting school parties and small numbers of tourist visitors.

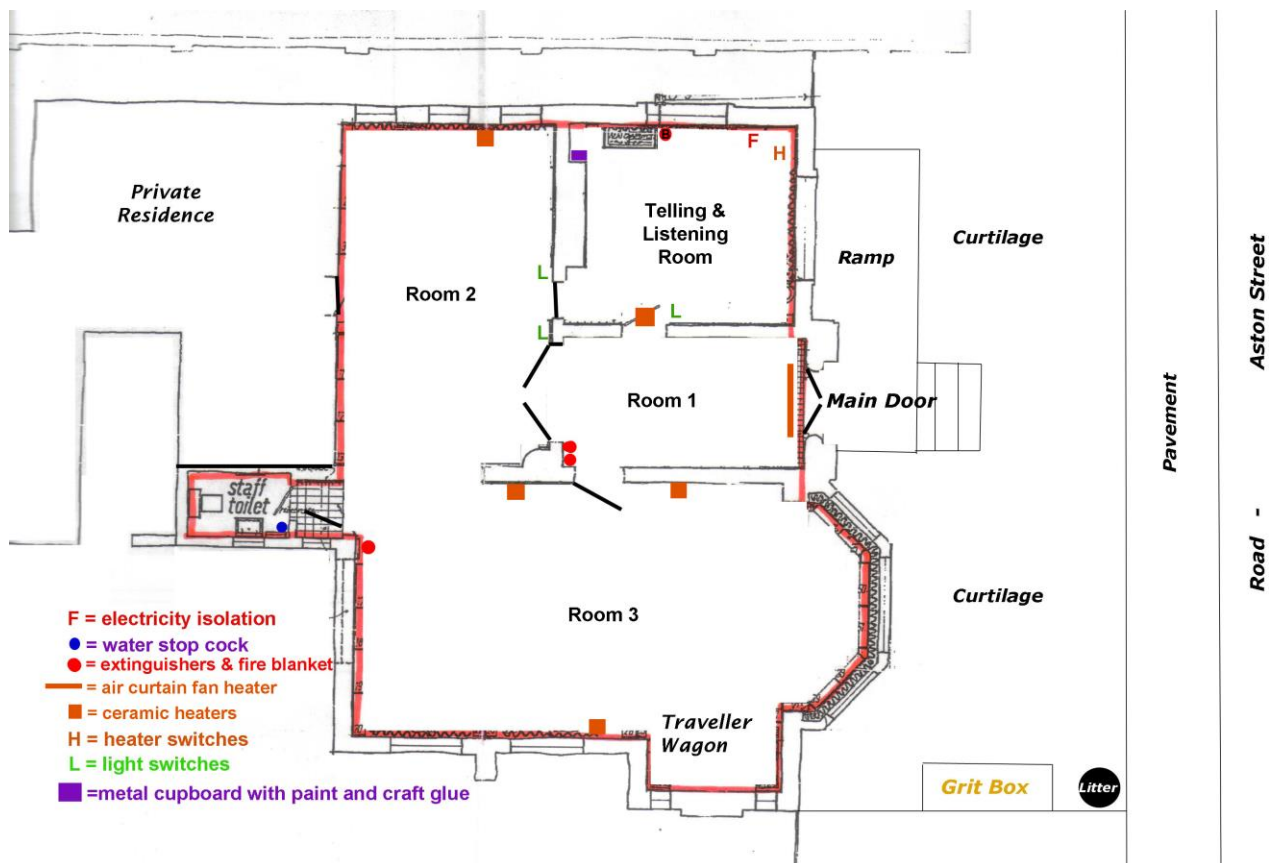
Mythstories host a monthly early evening storytelling circle and occasional evening events.

On occasions the Festival at The Edge management team use the building for evening committee meetings.

The premises are unoccupied overnight

The premises are a no-smoking zone.

No alcohol is sold on the premises



The premises is fitted with a smoke detection system with audible and visual alerts. These sound and flash simultaneously in the adjoining Librarian's house.

The control box is inside the main door to the right. The fire alarm system is tested each month, on the first open day of the month.

Fire separation enhancements were made in 2013 to the ceiling and wall in the Shropshire gallery and the toilet wall where these adjoin the Librarian's house.

If the lighting circuit fails the mains lighting in the reception area will illuminate the evacuation route.

If electricity is cut to the premises a rechargeable Emergency Torch is available in the main hall, by the door to the Reception, so staff can guide visitors outside. Before the museum is opened to the public the wind-up rechargeable torch is recharged.

People At Risk

Museum staff and volunteers

- Volunteers and staff have access to all areas of the premises.
- Volunteers are always supervised by a member of staff
- Staff usually work in pairs.
- All staff are made aware of our Lone Working recommendations (see below)

Staff and volunteers of Festival at The Edge

- Similarly have access to all areas.
- A key to the premises is held by a Director of Festival at the Edge, who is responsible for their staff and volunteer safety.
- She has been provided with a copy of this statement and the Accident Risk Assessment which includes the following recommendation for Lone Working:

'Keep in touch. Make sure someone knows you are working in the building. Keep a mobile phone on your person when on your own in the building so you can summon help in an emergency'

Visitors from other organisations and contractors

- Visitors should always be accompanied by a member of staff, who is responsible for their safety.
- Contractors are engaged by the Landlord, Shropshire Council, who is responsible for their safety.

Museum visitors

- Museum visitors are unfamiliar with the premises.
- The reception is always manned during public opening sessions; should the receptionist be called to interpret the exhibits or tell stories, another member of staff takes their place at reception.
- The receptionist is responsible for ensuring the safe evacuation of the premises, should the need arise.
- The receptionist should greet all visitors personally and at that time assess any special needs that might impair the visitor's ability to evacuate the premises quickly.
- The receptionist is aware that it is their responsibility to aid evacuation of those particularly at risk: ie those with mobility problems or sensory impairment.
- Parent/Carers with pushchairs are offered the option of parking the pushchair in a safe place adjacent to the evacuation route, or taking their pushchair into the museum.
- Owing to the heritage nature of the Grade II listed interior, it is not possible to alter or amend the doors and doorways so all open in the direction of the exit. For this reason a limit of 45 people in the premises at any one time has been set, including performers and staff
- Unaccompanied children under the age of 16 are not allowed on the premises.
- School parties and other visiting groups have exclusive use of the premises for their visits and these visits are led by two staff members.
- School children in visiting groups are ultimately the responsibility of their teacher and/or other school staff members.
- The museum's website displays up to date health & safety information and teachers are asked to consult this before their visit.
- The group are given an evacuation briefing by a staff member on their arrival.

- The premises has been fitted with a smoke alarm system which is tested monthly and checked for audibility throughout the premises and adjoining house.
- During the visit the final exit door to the premises is locked with an interior thumb turn release lock. Group leaders are made aware of this on their arrival.
- If the lighting fails the mains lighting in the reception illuminates the evacuation route.
- If there is a power cut a fully-charged emergency wind-up torch is available adjacent to the 'staff only' door between Room 3 and Room 1 to aid safe evacuation.

The tenant of the adjoining property

Is especially at risk should a fire break out as his property is part of the Morgan Library building, with the bedrooms immediately above Room 2.

- The Fire Alarm System produces an audible and visual alarm in the tenant's property.

Hazards Identified Within The Premises including: sources of ignition, sources of fuel, sources of oxygen

Ref:	Item	Potential Source of:			Risk	Action
		Ignition	Fuel	Oxygen		
A1	Attached private residence	Unknown				Enhanced fire separation was installed in 2013
A2	Ceramic Wall Heaters mounted 3m high on walls in Telling & Listening Room, Room 2 and Room 3	Yes			Low	Ensure no flammable material is in close proximity to the heaters. Ensure heaters are switched off when area not in use. Include in electrical installation check
A3	Plug sockets, electrical installations and light switches throughout the building	Yes			Low	Visual check all plug sockets and electrics to ensure they are 'off' before closing museum. Make sure child safety plugs are in all empty plug sockets. PAT test all portable appliances bi-annually.
A4	Use of oil fragrance burner	Yes			Medium	Use purpose designed oil burner on table in manned reception. Keep out of reach of visitors.
A5	Fabrics and paper incorporated into displays		Yes		Medium	The heritage nature of these exhibits means they cannot be treated with fire retardants. Keep away from sources of ignition.
A6	Wooden furniture in displays		Yes		Low	Keep away from sources of ignition
A7	Mobile phones	Yes			Low	Keep away from volatile fuel sources
A8	Computers incorporated into museum displays	Yes			Low	Visual check prior to each public opening. Ensure off when not in use Maintain adequate airflow around vents and heat sinks. PAT test bi-annually.
A9	Redundant gas lighting piping in ceiling of Room 3 may contain gas residue	Yes			Low	Ensure no ignition source used in close proximity.

Ref:	Item	Potential Source of:			Risk	Action
		Ignition	Fuel	Oxygen		
B1	Electric 'flame effect' convection heater in traveller wagon	Yes			Low	Ensure set on 'flame effect only' apart from when directly supervised by a staff member
C1	Creature peepers on the dragon display and death dress display contain magnifying glasses	Yes			Low	Ensure these are located out of direct sunlight
C2	Removable track lighting, in bay window in Room 3	Yes			Low	Ensure this is unplugged when not in use. Use during performances only
C3	Induction loop in the bay window in Room 3	Yes			Low	Use only when requested
C4	Intermittent leak above the bay window in Room 3, sends water behind the fixed florescent lighting	Yes			High	Ensure light is off when Room 3 not in use and during periods of heavy rainfall
D1	Library books		Yes		Low	Keep away from ignition sources
E1	Wall Heater and water heater in staff toilet (neither in use)	Yes			Low	Visual check weekly for any apparent damage. Include in electrical installation check
E2	Wood stored in inner vestibule		Yes		Low	Ensure tidily stowed and away from sources of ignition
F1	Accumulated recycling and general waste in 'staff only' area of Telling & Listening Room		Yes		Medium	Contain away from sources of ignition Recycle and dispose of weekly
F2	Paint and glues in Telling & Listening Room		Yes		High	Only keep essential items. Store in locked metal cupboard
F3	Essential oil, tea-lights and matches in Telling & Listening Room	Yes				Store in cupboard housing electrical installation in Telling & Listening Room
F4	Computers and other office machines	Yes			Low	Ensure PAT tested bi-annually Turn off when not in use
F5	Kettle and coffee maker	Yes			Low	Ensure PAT tested bi-annually Turn off when not in use

Ref:	Item	Potential Source of:			Risk	Action
		Ignition	Fuel	Oxygen		
F6	Water heater by sink in Telling & Listening Room	Yes			Low	Turn off when museum is not manned Visual check weekly for damage Include in electrical installation check
F7	Electrical installation and fuses	Yes			Low	Visual check monthly when taking reading Include in electrical installation check
F8	Office paper, files, arts & craft materials and pamphlet stock		Yes		Medium	Store tidily in cupboards Keep away from ignition sources
F9	Portable halogen heater With automatic cut-out	Yes			Medium	Keep away from fuel sources Use only when staff member present Include in bi-annual PAT test.
G1	Air curtain heater above entrance	Yes			Low	Only use when Room 1 is manned Include in electrical installation check
G2	Track lighting in Room 1	Yes			Low	Only use when Room 1 is manned Include in electrical installation check
G3	Removable track lighting above reception desk in Room 1	Yes			Low	Only use when Room 1 is manned Include in bi-annual PAT test
G4	All-in-one Printer/Scanner/copier on reception desk in Room 1	Yes			Low	Turn off when not in use Include in bi-annual PAT test
G5	Advertising leaflets/posters and pamphlets in Room 1		Yes		Low	Display tidily and away from potential ignition sources
G6	Doorways			Yes	Low	Ensure doors closed out of working hours

Fire Detection and Warning Systems

The size of the premises means that all areas are within hearing distance of an audible fire warning.

Staff have been instructed to raise the alarm by shouting 'Fire' and activating the fire alarm at the trigger point by the main doors.

There is a smoke alarm system throughout the premises with warning bells and lights in the premises and in the adjoining house.

This is tested each month.

There is an evacuation plan for the premises, as part of the Emergency Response Plan

All members of staff and volunteers are made aware of this document during their induction

Fire Fighting Equipment

Fire extinguishers are fixed and labelled in the following areas:

- By outer staff toilet door at the back of Room 3 - FOAM SPRAY
For use on exhibits, drapes and furniture
- In Room 1 by double door to Room 2 - CO₂
For electrical fires (this is a central location)
and FOAM SPRAY
for use on exhibits, drapes and furniture
- In Telling & Listening Room to right of sink - FIRE BLANKET
For use on kitchen equipment and computers.

These are checked annually by a skilled contractor - Last checked March 2016.

Last periodic inspection report on electrical installation - August 2011

Last portable appliance testing - August 2016

Escape Routes

There is only one external door, which leads from Room 1 onto the curtilage.

There are two small ramps within Room 1

There is a ramp from the external door on to the curtilage

All other gallery doorways lead into Room 1.

The initial assembly area (a place of reasonable safety) is on the curtilage outside.

To ensure quick escape times there is a voluntary limit of 45 people in the premises, including staff members, at any one time.

The nature of the events at the premises makes it extremely unlikely that people under the influence of alcohol or illegal drugs will be present.

No alcohol is sold on the premises

The premises are rarely used in the evenings.

Lighting

No additional lighting is thought necessary.

- The premises are rarely used by the public during the hours of darkness.
- The escape route is straightforward and well signed with luminescent signage.
- If the lighting fails the mains lighting in Room 1 illuminates the evacuation route.
- If there is a power cut a wind-up emergency torch is kept adjacent to the 'staff only' door between Room3 and Room 1 to aid safe evacuation.

Signs and Notices

Fire escape route signs are positioned above the doorways from each room.

Fire fighting equipment signage is positioned above the relevant equipment.

The signage is maintained and checked annually by a qualified contractor who also advises staff as to the design, quantity and placement of this signage.

Installation, Testing and Maintenance

All fire fighting equipment is checked and maintained annually by a qualified contractor.

Lighting is checked periodically:

Visual checks are carried out by staff prior to every public opening session

Portable electrical equipment is tested bi-annually by a qualified contractor

The electrical installation is tested every ten years by a qualified contractor.

Evacuation Plan

The receptionist will

- Raise the alarm by shouting “FIRE” and activating the fire alarm.
- Ask everyone in the museum to assemble on the curtilage
- Check everyone is out of the premises, before assessing whether.
 - (1) People need to move further away for their safety
 - (2) Anyone needs medical help
 - (3) Anyone is unaccounted for
- PHONE 999 to report the emergency.

Inform and Instruct Relevant People

All staff and volunteers, including temporary staff and work experience students, are talked through our Emergency Response Plan, of which this Fire Risk Assessment is a part, during their induction.

In addition the supervising staff member from any school releasing its student for work experience is notified of this Plan and an electronic copy is downloadable via the museum web server.

All staff, volunteers and work experience students using any of the potentially hazardous equipment or materials are:

- Made aware of the potential dangers
- Supervised (in the case of volunteers and work experience students)

Festival at the Edge have been forwarded an electronic copy of this Fire Risk Assessment.

Training

All staff and volunteers, including temporary staff and work experience students, are talked through our Emergency Response Plan, of which this Fire Risk Assessment is a part, during their induction.

All staff participate in the annual Fire Risk Assessment review process.

Fire drills are carried out annually, normally when we are hosting Work Experience students.

Review

This Fire Risk Assessment will be reviewed:

- annually
- after each museum display re-fit
- if there are major alterations carried out to the buildings
- after any fire or near-miss incident

FLOOD RISK ASSESSMENT

for The Morgan Library, Aston Street, Wem, Shropshire, SY4 5AU



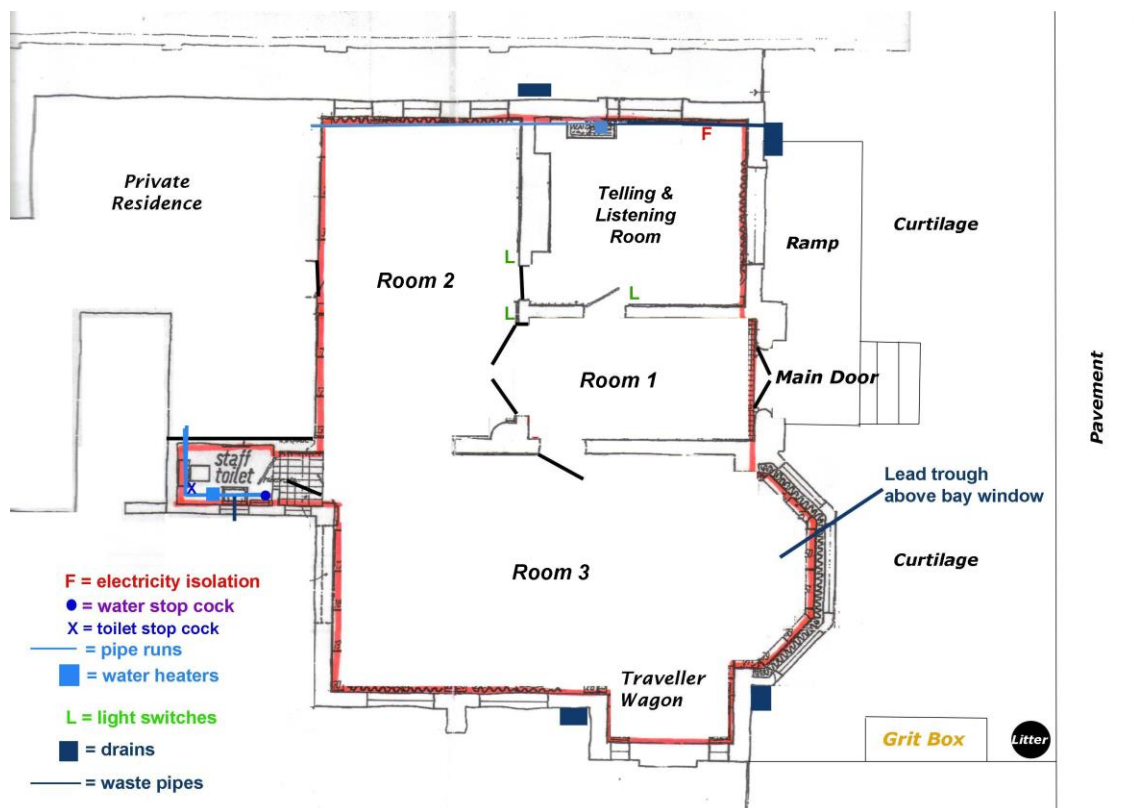
SEPTEMBER 2016

General

The Morgan Library is a Grade II Listed purpose-built library and librarian’s house in the centre of Wem, owned by Shropshire Council. The librarian’s house is let to a private tenant as a dwelling-house. Mythstories museum occupies the library on a restrictive Lease, which leaves responsibility for the maintenance and repair of the building with the Council.

The building is not situated in a flood area and is raised from the road, being approached by a ramp and steps. Flood causes are restricted to burst water pipes and water damage from rain penetrating the building.

The two lowest points in the building are the staff toilet (where water will collect but drain away through the earth sub-floor) and the main door (with a gap underneath), the natural draining point for the building.



SOURCES OF RISK

A. General

1. The private residence abuts and extends over Room 2. Mythstories has no control over these premises, which are a potential source of flood risk
2. Water penetration through roof
3. Water penetration through broken window

B. Traveller Wagon

No specific problem

C. Room 3

A leak in the lead trough above the connection between the bay and the main building allows rainwater into the building

D. Room 2

The main water pipe runs inside the exterior wall of this room.

E. Staff Toilet

1. Main entry point for water
2. Toilet and wash-hand basin and water heater and associated pipework could leak.

F. Telling and Listening Room

Kitchen Sink and associated pipework could leak.

G. Room 1

No specific potential problem.

People At Risk

- Museum staff
- Staff from other organisations that use the building, including contractors
- Museum visitors
- The tenant of the adjoining property

Evaluate, Reduce, Remove and Protect from Risk

Hazard no.	Risk Rating	Action
A1	unknown	Give neighbour emergency phone number
A2	Low	Weekly visual inspection of visible roof tiles. Inspection of carpets for water damage
A3	Low	Weekly inspection of windows
C	High	Continue to press Shropshire Council to effect repairs to lead trough
D	Low	Weekly visual check of pipe for damage Ensure all exhibits and displays are off the floor
E1	Low	Ensure pipes are properly lagged. Weekly visual inspection to check for leaks and corrosion.
E2	Low	Weekly visual inspection to check for leaks
F1	Low	Weekly visual inspection to check for leaks

VANDALISM AND UNAUTHORISED ENTRY RISK ASSESSMENT

for The Morgan Library,
Aston Street, Wem,
Shropshire, SY4 5AU



SEPTEMBER 2016

General

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The specialised nature of the collection makes it unattractive to professional burglars.

Location

Wem is not a high crime area, but is subject to outbreaks of petty vandalism. The bench outside the museum, coupled with the take-away food store opposite, encourages groups to loiter.

Building

The building has a five-bar mortice lock to the main door, other than that there are no specific security measures. Because the building is listed, potential security measures are limited. The Trustees are advised that the presence of a burglar alarm would encourage, rather than discourage, vandalism and unauthorised entry.

Precautions to be taken

- Keep all money and valuable assets (eg. Laptops) out of sight and/or remove from premises when these are unoccupied.
- Ensure entry door is correctly bolted to prevent it being easily forced open.
- Maintain friendly relationships with local residents.
- Check weekly for visual signs of vandalism (eg. Damage to downpipes and windows).

ACCIDENT RISK ASSESSMENT

for The Morgan Library,
Aston Street, Wem,
Shropshire, SY4 5AU



SEPTEMBER 2016

General

The Morgan Library houses a collection of artefacts, many of them purpose-built to help tell stories. It is open on an ad hoc basis throughout the year, both to the general public and to organised groups.

It also houses a library, and associated offices. Employees and volunteers use the building at irregular times for office work and meetings.

There are no hazardous processes carried out on the premises. Staff are expected to maintain safe working practises and to follow through all advice given by experts, eg: Fire Officers and Shropshire Council Health & Safety Officers.

Hazardous materials such as paints and glue are kept in one locked metal cupboard, hand- and power-tools in a second locked metal cupboard and kitchen and cleaning liquids stowed under the sink. All these are located in the 'staff only' area of the Telling & Listening Room.

Visitor Safety

The museum is a hands on, participatory, environment and accidents can happen.

Weekly visual safety checks of exhibits and exhibit areas are undertaken.

All new exhibits are designed to be handled.

Mythstories cannot be responsible for the good conduct of visitors.

Visitors are asked to handle objects carefully

Group leaders are advised to oversee their group making responsible use of the resource.

Employee and volunteer safety

Watch your step!

The building's internal layout has many trip hazards which cannot be eliminated. Warning notices are displayed

Be aware of the door!

There is only one entrance/exit. Do not block your route to it. To prevent unwelcome visitors, the door should be kept locked on the internal thumb turn mortice lock, if you are on the premises by yourself or Room 1 is unmanned.

Keep in touch!

Make sure someone knows you are in the building. Keep a mobile phone on your person when on your own in the building, so you can summon help in an emergency.

Use equipment safely!

Keep equipment in good working order and make sure it is regularly checked in accordance with statute.

Make sure you use the equipment only in accordance with its design and purpose.

Don't take a risk. Make sure there is someone with you if you need to do something potentially hazardous: eg: use power tools, climb a ladder, move a heavy object.

Keep up to date!

If you see any potential problem not included in this document, report it to info@mythstories.com and we will update fellow Morgan Library users.

If an accident or near-miss occurs:

Make a note in the accident book, which is kept in the first aid file in the roll-top filing cabinet in Room 2.