



## **Liverpool Mathematical Society Pop-Maths Quiz, Saturday 10th March 2018 Health & Safety Information**

As with all other public meetings of this kind, Health & Safety regulations must be strictly adhered to. The organisers of this event would wish you to have a safe and enjoyable maths quiz, but would ask you to familiarise yourself with the following information.

### **Risk**

A risk assessment exercise for this event has been undertaken by the Liverpool John Moores Health & Safety Unit. They consider it to be **LOW RISK**, provided the following guidelines are observed.

### **Event organisation**

At the start of the event, the event organisers will present the **timetable** for the event and introduce **key personnel**, familiar with the building layout, who can assist visitors where necessary.

### **Location**

The event is to take place within the 1<sup>st</sup> floor Lecture Theatre and in classrooms and corridor along the 3<sup>rd</sup> floor (phase 1) of the James Parsons Building, JMU. Access and exit is via the main reception area (from the car park) and the nearby lifts and stairs. **No visitor should intentionally stray beyond this location to other floors or parts of the building.**

### **Attendance Register**

On entering the building, **all visitors are asked to sign an attendance register** at Reception before being guided to the meeting room.

### **Toilets**

Both ladies and gents toilets are located on the 3<sup>rd</sup> floor phase 1. **The nearest gents toilet is next to the lifts and the nearest ladies is between rooms 304 and 306.**

**P.T.O.**

## **Fire Procedure**

In the event of a fire and/or if the fire alarm sounds (a loud, repetitive klaxon sound), all present should immediately proceed, (calmly) to the **meeting point on the grass verge within the car park**, immediately outside the entrance to the reception area. Visitors should exit the building by the main stairwell located next to the lifts.

**On no account should the lifts be used whilst a fire evacuation is in progress.**

A head count and name-check will be undertaken at the meeting point.

## **And Finally**

At the end of the event, visitors should vacate the premises in an orderly manner and following the exit directions indicated. All visitors should check that they take all their personal belongings with them.

## **Thank You for your cooperation**

Paulo Lisboa