

## Liverpool Mathematical Society Pop-Maths Quiz, Saturday 5<sup>th</sup> March 2022 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 Dr Ian Jarman. He considers it to be **LOW RISK**, provided the following guidelines are observed.

### **Event organisation**

Before the event all School participants will be advised of the Covid rules in place going into the event, which must be adhered to.

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 on the 2<sup>nd</sup> floor of the Student Life Building, LJMU. Access and exit is via the main reception. **No visitor should intentionally stray beyond this location to other floors or parts of the building.** There will be helpers near the Main Reception and the 2<sup>nd</sup> floor to direct you, please ask if you are not sure where to go.

### **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**

Toilet facilities are located on the Ground floor and 2<sup>nd</sup> Floor. See the floor plans at the end of the document for locations

**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 outside the main Reception area where you signed in**. Visitors should leave the building by their nearest means of escape.

**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.

## **Building Covid Measures**

We understand that visitors may be anxious following the easing of national Covid-19 restrictions. We have introduced the following measures for the building in line with measures taken across the rest of the LJMU Estate:

- Hand sanitiser stations upon entry and at key points throughout the building.
- Building signage to remind building users of face covering requirements and the need to maintain general distancing (University requirement is currently 1m+).
- Enhanced cleaning to high touch-point areas using approved virucidal cleaning products.
- The use of protective sneeze screens to key reception areas.
- We have not included any one-way systems in this building given the layout. Users are reminded to maintain their own distance when moving throughout the building

## **And Finally**

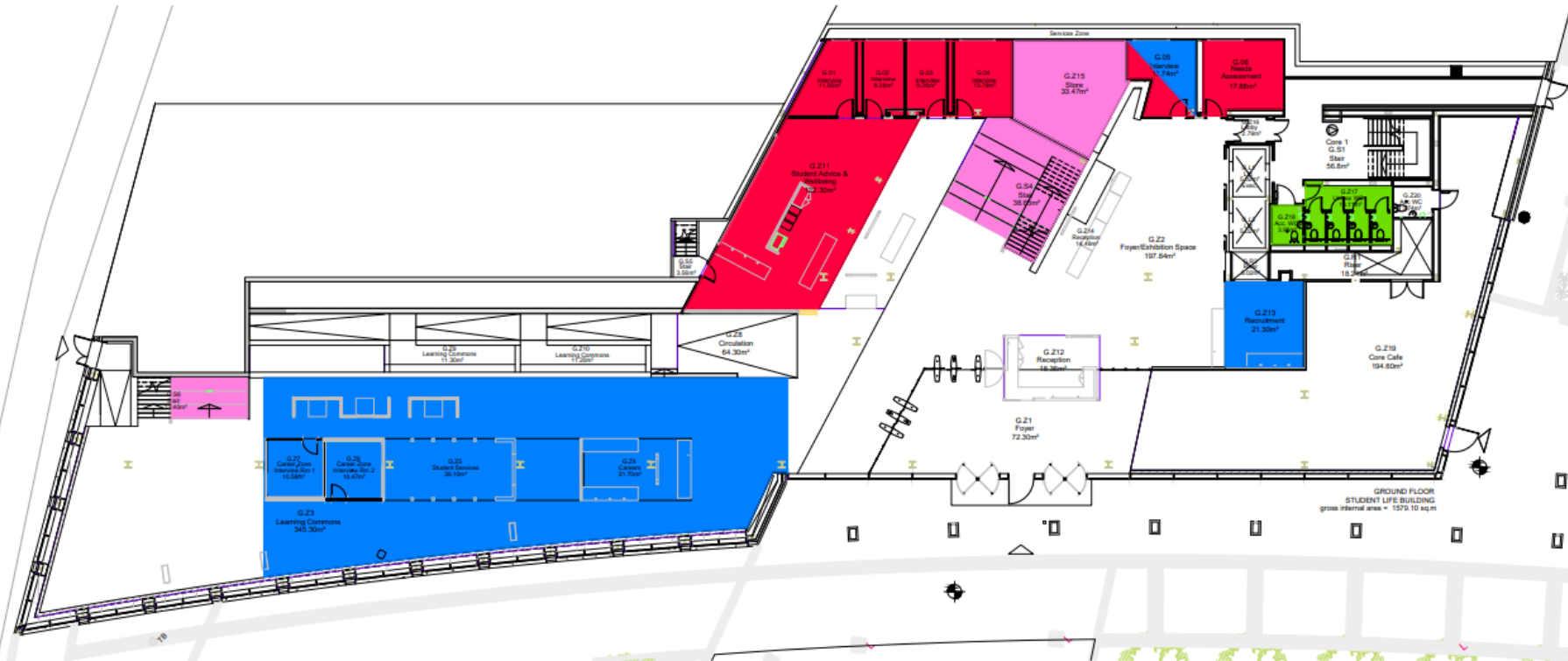
At the end of the event, visitors should vacate the premises in an orderly manner and following the exit directions indicated. All visitors should check that they take all their personal belongings with them.

## **Thank You for your cooperation**

Ian Jarman

**KEY:**

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| <span style="display: inline-block; width: 20px; height: 15px; background-color: red; border: 1px solid black;"></span> STUDENT ADVICE AND WELLBEING (SAW) | <span style="display: inline-block; width: 20px; height: 15px; background-color: pink; border: 1px solid black;"></span> ESTATES & FACILITIES MANAGEMENT | <span style="display: inline-block; width: 20px; height: 15px; background-color: lightgreen; border: 1px solid black;"></span> TOILET FACILITIES           |
| <span style="display: inline-block; width: 20px; height: 15px; background-color: blue; border: 1px solid black;"></span> STUDENT ADVANCEMENT               | <span style="display: inline-block; width: 20px; height: 15px; background-color: yellow; border: 1px solid black;"></span> LJMU STUDENT UNION            | <span style="display: inline-block; width: 20px; height: 15px; background-color: cyan; border: 1px solid black;"></span> STAFF BREAK ROOM AND BREW STATION |



**COPPERAS HILL  
STUDENT LIFE BUILDING**

**GROUND FLOOR**

**KEY:**



STUDENT ADVICE AND WELLBEING (SAW)



ESTATES & FACILITIES MANAGEMENT



TOILET FACILITIES



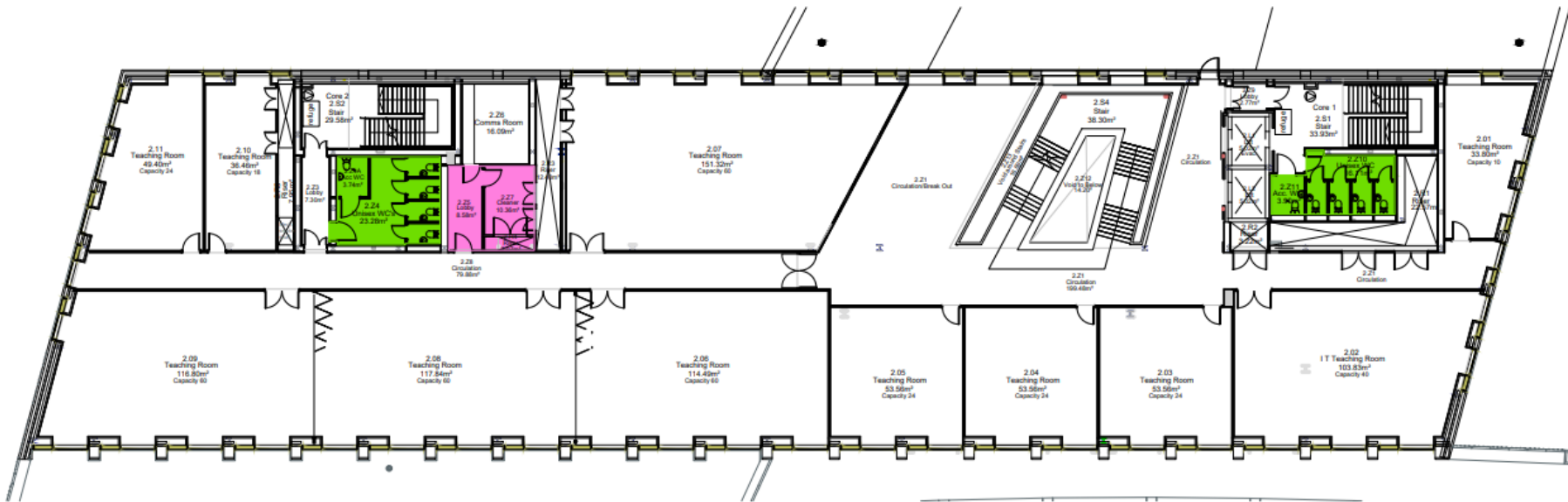
STUDENT ADVANCEMENT



LJMU STUDENT UNION



STAFF BREAK ROOM AND BREW STATION



COPPERAS HILL  
STUDENT LIFE BUILDING

SECOND FLOOR