



ST ANDREW'S CENTRE

An inspiring place to meet

THINGS YOU NEED TO KNOW

Welcome

Thank you for choosing St Andrew's Centre for your meeting. We appreciate you had a choice.

As our guest, it is important to us that you have everything you need while you are here.

The *Reservation Agreement* outlines the date and time you will be here, and also any equipment you wish to hire. The agreement tells us all we need to know so that complete preparations can be made before your arrival.

In the following pages, you will find information about catering options and our *Emergency Evacuation Procedure*.

Please contact us at any time if you have a question, you wish to make changes to your requirements, or to confirm any arrangements.

We will contact you by email a couple of days before your event just to check that you are all good to go, and if there is anything else we can help you with.

We look forward to welcoming you.

All the best for your time with us.

A handwritten signature in blue ink, appearing to read 'David Medland', with a stylized, cursive script.

David Medland
Centre Manager

25 July 2016

Catering

You may wish to provide refreshments to your group while you are here.

We recommend the following caterers in the Wellington area. You are also welcome to use any caterer of your choice.

Food Envy www.foodenvy.co.nz, ph 021-061-5365

Will customise menus depending on budget and keeping food different and seasonal.

Seasoned and Dressed www.seasoned.co.nz, ph 914-6523

Blue Carrot Catering www.bluecarrotcatering.co.nz, ph 568-8838

Menus and prices are available on their websites. Please order directly from the caterer.

Tea and coffee service – available weekdays (8.30am – 5.00pm)

We can provide a selection of plunger coffee and speciality tea for you at \$8 pp (incl. GST) per day. This will be set up for you at different times through the day.
\$5 pp(incl. GST) for one serving.

Coffee: Fair-trade organic plunger

Tea: A variety of specialty tea, for example English Breakfast, Earl Grey, Green Tea and a variety of popular herbal teas

Instant coffee

Milk and sugar

Chilled water

We set up and clean up for you. We clean up the cups at the end of the day.

Surplus food following your event

Any food left over following your event, is donated to **The Free Store** who distribute it to those in need at the end of the day. They are most grateful for any donations.

The Free Store

<http://thefreestore.org.nz/>

Now where did I put that?

As we do not have a lot of storage, please note that all lost property handed in to the office or found in the St Andrew's Centre will be tagged with the date it was found and after three months will be given to charity.

Emergency evacuation procedure

It is a health and safety requirement that you are aware of our *Emergency Evacuation Procedure*.

The following pages cover what to do in the event of an emergency, where the firefighting equipment is located, and your responsibility to provide this information to the members of your group at the commencement of your time together.

A copy of our *Emergency Evacuation Procedure* is displayed in each of the rooms at the St Andrew's Centre.

Responsibility of fire warden

The Centre Manager will act as Fire Warden during office hours.

If you are here with us outside office hours, it is the responsibility of each group leader to act as Fire Warden (there may be other groups in the building who will also have a Fire Warden) and ensure that everyone in their group has been evacuated from the building and assembled at the Assembly Area at the back of the car park.

The Fire Warden must check that a 111 call has been made. If in doubt, make another 111 call. Instruct everyone to evacuate the building, checking each room, and proceed to the assembly point. If there is anyone with a disability, they can wait at the designated waiting places until they can be helped to evacuate. Once at the Assembly Area report to the Chief Fire Officer that everyone has been evacuated or advise if there is anyone still in the building waiting at the designated waiting place.

Do not allow anyone to re-enter the building until the all clear has been given by the Fire Service.

Before a fire or emergency, please ensure you make yourself and those in your group familiar with the *Emergency Evacuation Procedure* for the St Andrew's Centre, the location of fire exits, and firefighting and emergency equipment. You may wish to email this to them before your meeting.

In the event of a fire or if you hear the alarms ringing

- Ensure the safety of all people present and their evacuation via the nearest fire exit.
- Activate the fire alarm using one of the red boxes, and then Call **111**. (Press 1 for an outside line first). Our address is **30 The Terrace, Wellington**.
- For a small fire, if it is safe to do so, use the provided firefighting equipment to put out the fire.
- Do not attempt to fight the fire if the fire is large or if you are not familiar with the use of the firefighting equipment. Do not endanger yourself.
- **DO NOT USE THE LIFT TO EVACUATE THE BUILDING.**
- Assemble at the back of the car park between the Braemar building and St Andrew's on The Terrace.
- Remain in the car park until the all clear is given to return to the building.

In the event of an earthquake

- Remain calm.
- If inside, stay inside and take cover under desks or in doorways, cover your head with your arms and make yourself as small as possible.
- Keep away from windows or objects that could fall on top of you.
- Following the earthquake, if it is safe to stay inside then continue with your activity, otherwise if there is some danger by staying inside, evacuate to the back of the car park between the Braemar building and St Andrew's on The Terrace. Stay in the car park until the all clear is given to return to the building.

Emergency evacuation procedure *continued*

Please make yourself familiar with the location of the firefighting equipment

The Hall

A hose reel is situated halfway along the hall, on the east wall. There is also a red fire alarm switch box to be activated in the event of a fire, located near the light switches as you go into the Hall.

Downstairs kitchen

There is a hand held fire extinguisher situated in the kitchen, to the right of the main door.

Front entrance by downstairs office

A fire extinguisher is situated in the main hallway to the left of the main doors.

There is also a hand held fire extinguisher in the main office.

Church lobby

A hose reel is located in the church main lobby to the right of the double doors leading into the church.

Gallery

There is a hand held fire extinguisher situated upstairs in the lobby before going into the gallery.

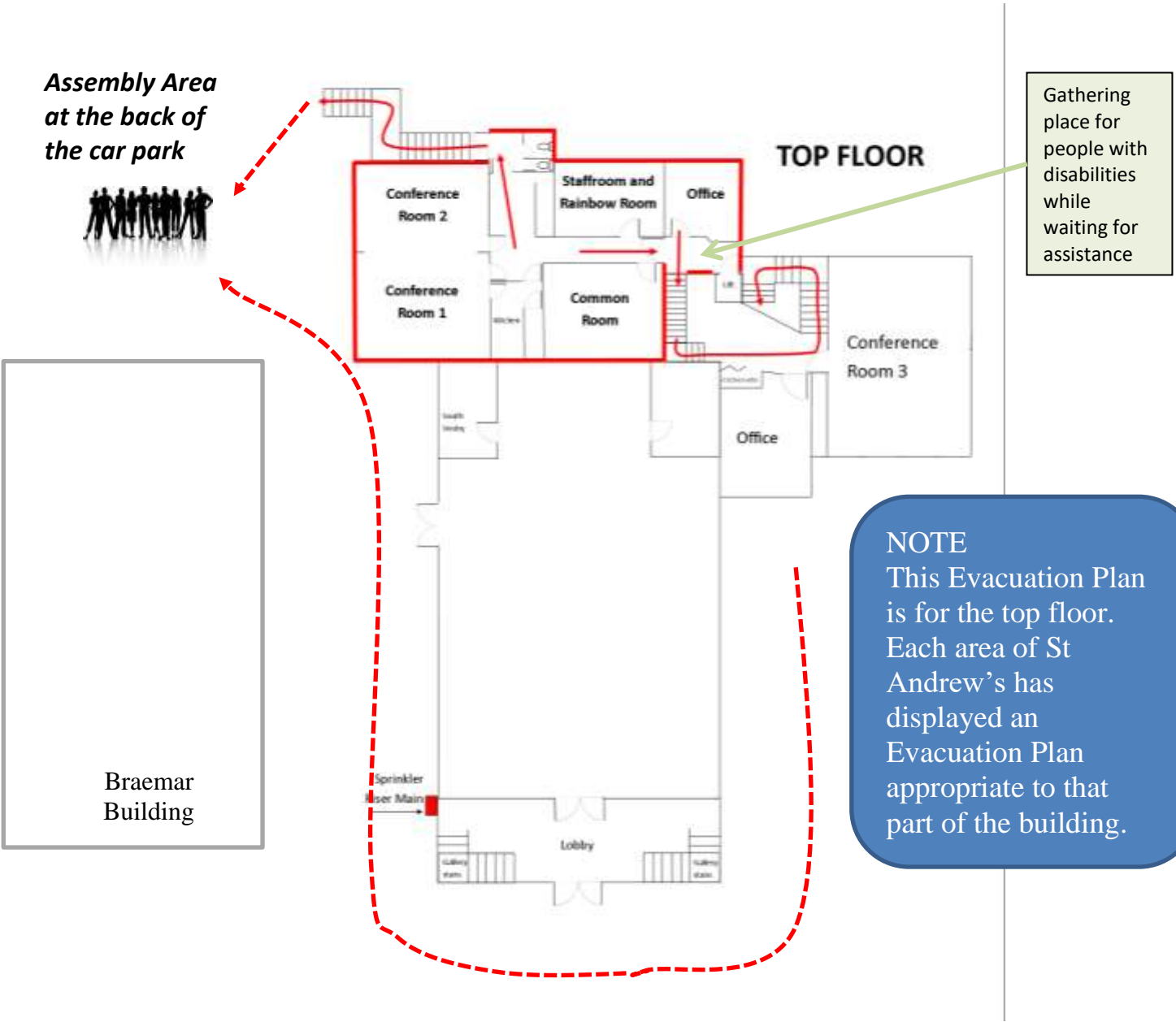
Upstairs hallway

A fire extinguisher is situated in the hallway to the left at the top of the stairs. There is also a red fire alarm switch box to be activated in the event of a fire located to the right at the top of the stairs.

We have a sprinkler system which is automatically activated, and is monitored by the fire brigade. The hall, downstairs kitchen and all rooms upstairs have smoke detectors and these are also monitored. If the sprinklers or smoke sensors are activated, alarms will sound and the fire brigade will attend.

Please note – if you use a smoke machine, it is likely that this will set off the smoke alarms which will require the fire service to be called out. The cost of the fire appliances (if charged to us) and resetting the system, will need to be passed onto you.

Emergency evacuation procedure *continued*



The Terrace

FIRE ACTION

Following the evacuation, please call Peter, our Custodian on ph 022 610 2910 and advise what has happened. He will come to the St Andrew's Centre and arrange for the system to be reset.

Health and Safety Policy

We strive to provide a health and safe place for all who spend time at St Andrew's on The Terrace. Please find below a copy of our Health and Safety Policy.

HEALTH & SAFETY STATEMENT

St Andrew's on The Terrace, Wellington believes that an effective Health & Safety management system is the key to a successful organisation; ethically, morally, spiritually, legally and financially. Through our active commitment to legislation compliance and most importantly, ensuring our workers and Church are safe, we will continuously look for opportunities to improve our performance and system whilst still following our Church values.

We aim to actively promote improvement through ensuring our staff and Management are equally committed, involved and supportive of our Health & Safety practices.

To achieve this we will ensure all workers and visitors are:

- Working together; taking reasonably practicable steps to ensure that any significant risks or hazards to workers are minimized, and workers are protected, where elimination is impracticable.
- Involved in identifying and controlling new and existing hazards and regularly monitoring these hazards within our facilities.
- Informed about accident and emergency procedures.
- Aware of their responsibilities to themselves, their fellow workers and the general public.
- Utilising the systems in place to record all incidents, near misses or injury.
- Promoting the provision of advice, information, education and training in relation to work health and safety.

Authorised & review by:



Sandra Kirby,
Parish Council Convenor



Rev Dr Susan Jones
Senior Minister

Use of Ladders

If you need to use a ladder whilst you are here, you will need to contact the office as training will be needed before use.

Parking

Parking at St Andrew's is limited. During the week there are no parks available for groups using St Andrew's as the parks are rented out commercially. On the weekends, we have a friendly understanding with Braemar (next door) that we can use the car parks with the following conditions.

Cars are parked within the lines and only in marked car parks.

Cars using the double parks do not block another car in if they do not recognise the car.

Car park numbers 6 and 13 are kept free at all times

It is important to be careful about parking here as it is becoming more likely that cars not meeting these conditions will be towed. As the leader of your group, can you please ensure that your members are parking as outlined above.

Accidents/Incidents and First Aid

An **Accident/Incident Reporting and Investigation Form** is to be completed for all accidents/incidents that occur here at St Andrew's on The Terrace.

A copy of this form is shown on the next page. It is important that the original form is handed to reception with a copy being kept for your purposes.

All accidents/incidents will be investigated to see if any steps need to be taken to ensure that the same accident does not happen again.

These forms are located at the back of the church, at reception and in the kitchen on level 2.

Should **First Aid** be required to treat an injury, First Aid kits are located in the main kitchen on the ground floor, the level 2 kitchenette and also at reception. An **Accident/Incident Reporting and Investigation Form** needs to be completed whenever First Aid is given. Copies of these forms are also found in the first aid kits.

ACCIDENT/INCIDENT REPORTING AND INVESTIGATION FORM

ST ANDREW'S ON THE TERRACE

Please return this form to reception as soon as possible. After hours, please fold to ensure privacy and slide under the reception window

Who is completing this form?

Name

Contact phone number

Date this form is completed / /

What is the type of accident?

- ☐ Notifiable Event (something that could have or did end in a serious injury or fatality) ☐ Accident ☐ Near miss ☐ Hazard
- ☐ Possible Hazard ☐ Other (please specify)

Particulars of Accident

Date of Accident / / Time

Location

Details of the Injured Person

Name

Address

Date of Birth / / Gender

Contact phone number

- ☐ Employee ☐ Client ☐ Contractor ☐ Parish Member ☐ Visitor

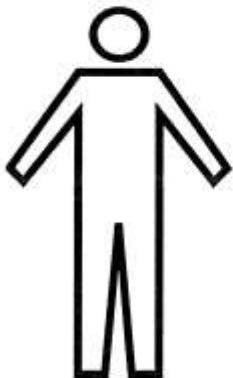
If the injured person is an employee, how long has the person worked for St Andrew's on The Terrace?

Type of Injury

- ☐ Bruising ☐ Dislocation ☐ Strain/Sprain ☐ Scratch/Abrasion
- ☐ Internal ☐ Fracture ☐ Amputation ☐ Foreign Body
- ☐ Laceration/Cut ☐ Burn/Scald ☐ Chemical reaction
- ☐ Other (specify)

Injured part of body

Please indicate with a X which part of the body was injured



Please add any comments

What action was taken or offered at the time of the accident to treat the injury?

- ☐ None ☐ First aid only ☐ Ambulance called ☐ Police ☐ Other

Type of treatment given

Name of person giving first aid

How did the Accident happen?

Description

Describe what happened

(If not enough room, attach separate sheet or sheets)

Analysis

What caused the Accident?

How often is this likely to happen again?

- ☐ Not often ☐ Occasionally ☐ Often

Was any equipment or machinery involved in the accident?

- ☐ Yes (please specify)
- ☐ No

Current Action and Future Prevention

What action did you or anyone else take at the time?

What do you think would have helped you better manage the situation following the accident?

If you have identified a Hazard as a result of the accident, please complete a Hazard Notification Form. Copies available from reception.

Thank you for your attention to detail. Please return this form to reception as soon as possible. If it is after hours, please fold to ensure privacy and slide under the window

HEALTH AND SAFETY TEAM TO COMPLETE

Investigation of Accident

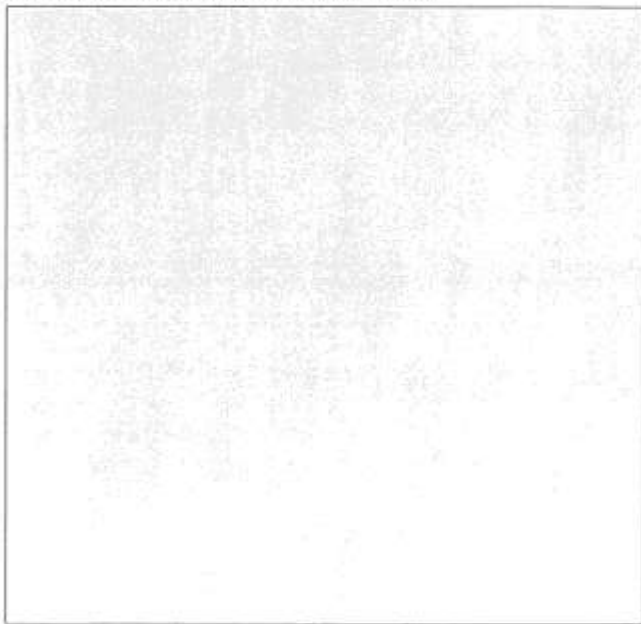
Accident investigated by

Accident investigated on / /

Was a significant hazard involved? ☐ Yes ☐ No

Worksafe advised ☐ Yes / / ☐ No

Action to be taken by Health & Safety Team



WORKSAFE NEW ZEALAND

P O Box 165, Wellington 6140

Email: seriousharm.notification@worksafe.govt.nz

Phone: 0800 030 040

Attention

**Health and Safety Team
St Andrew's on The Terrace
c/o Reception**

**Please find on the other side
a completed
Accident/Incident Reporting and
Investigation form**

Hazard Notification

We understand the importance of managing hazards effectively and timely.

Should you discover a hazard, please complete one of our **Hazard Notification** forms and a Health and Safety Team member will follow this up and work towards eliminating, isolating or managing the hazard.

A copy of this form is on the next page.

These forms are located at the back of the church, at reception and in the kitchen on level 2.

HAZARD NOTIFICATION FORM

ST ANDREW'S ON THE TERRACE

Please return this form to reception as soon as possible. If it is after hours, please fold to ensure privacy and slide under the reception window

Any person who identifies a hazard should complete this form. For example a new hazard that is not entered into the hazard register, or an existing hazard that has been entered into the hazard register but has not been correctly managed to eliminate or mitigate the risk.

Thank you for your attention to detail. Please return this form to reception as soon as possible. If it is after hours, please fold to ensure privacy and slide under the window

HEALTH AND SAFETY TEAM TO COMPLETE

Risk Assessment

Show a summary of the analysis of the hazard and action taken

Likelihood ☐ Impact ☐ Priority ☐

Who is completing this form?

Name

Contact phone number

Date this form is completed / /

Please show the location of the hazard

Please describe the hazard including (in your opinion) how significant it is

Please state any immediate action taken to mitigate the hazard
(please describe)

Date entered into the hazard register / /

Please state your recommendations to control or eliminate the hazard

Signature of Manager (or nominated person):

Signature of the person notifying this hazard

Attention

Health and Safety Team

St Andrew's on The Terrace

c/o Reception

**Please find on the other side
a completed**

Hazard Notification Form

Notes



St Andrew's Centre, 30 The Terrace, P O Box 5203, Wellington
P: 04 472 9211 | E: reservations@standrews.org.nz | W: www.standrews.org.nz