

Welcome to The Winch!

Dear Guests,

We hope you have a safe and enjoyable visit.

We would ask that you take a few moments to familiarise yourself with the health and safety information in this leaflet. Your Winch host will be able to answer any queries that you may have regarding your visit.

The Winch Staff

FIRE



If you discover or suspect a fire activate the fire alarm by using one of the red break-glass Call Points (situated at all staircases and fire exits). Do not run on the fire escape. Make sure children are supervised on the fire escape. Do not attempt to fight any fire unless you have been trained to do so. Leave the building with your guests, if any, and make your way to the assembly point.

EVACUATION



If the alarm sounds continuously you must leave the building by the nearest available exit and proceed to the assembly point. The Assembly point at 21 Winchester Road is outside the Swiss Cottage Leisure Centre. Fire Marshals are available to assist you during the evacuation. Please do not collect personal belongings.

If you have guests, please take them and yourself directly to the assembly point and report to a Fire Marshall or Winch Host. Take your guest list or register with you. At the assembly point report your actions to the Fire Marshal. Remain at the assembly point until told it is safe to return to the building.

ACCIDENT



If there is an accident or Incident of any form (including near misses), please report it immediately to your host who will record it in the accident book. It is only by reporting that we can learn from incidents and improve our systems.

FIRST AID



If you require First-Aid there are trained First Aid staff in each team. There are First Aid boxes on each floor and in the office. Your Winch Host will arrange for an ambulance to be called if it is necessary.

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PHOTOGRAPHS



Please do not take photographs or video unless you have permission to do so by all those photographed.

SMOKING



The Winch operates a No Smoking Policy within its buildings and in its outside spaces. This includes e-cigarettes.

ACCESSIBILITY



If you have any special needs please do not hesitate to raise these with your host (before your arrival if possible). Arrangements can then be made to make sure that your visit runs as smoothly as possible.

RUBBISH



Please dispose of rubbish in the correct bins or bags. If in doubt, please ask your host. Please do not leave any surplus materials behind.

CHILDREN



Please ensure that any children brought into the Winch are closely supervised at all times.

TOILETS



At 21 Winchester Road, toilets are in the Basement and on the First Floor and there is an Accessible Toilet on the Ground Floor through Play.

In order for The Winch to maintain a safe environment, we would ask that you report any health and safety issues or concerns that you may have to your host, or contact our Operations and Facilities Manager Sudanshu at info@thewinch.org or by phone at 020 7586 8731.

If you have a complaint please contact the Chief Operations Officer at COO@thewinch.org.