

# Wotton Arts Project

## EMERGENCY PLAN

### Introduction

Under the Edge Arts (UTEA) is committed to do all that is reasonably practicable to provide, and maintain, safe and healthy working conditions, equipment and systems of work for all users (tutors, volunteers, performers and audiences), and to provide such information, training and supervision as they need for this purpose.

This plan has been formulated to collate in one place all the information needed by an event host (tutors, event coordinators etc.) in case of emergency (medical, fire, police).

The Board of Directors has overall responsibility for Fire, Health and Safety.  
Administrator for UTEA is Sam Carlton. Telephone 01453 520346 / 07821 604013

Important Information for contacting the emergency services:

Address: The Chipping Hall, The Chipping, Wotton-under-edge GL12 7AD

This plan will be reviewed annually.

### MEDICAL EMERGENCY

#### Minor incidents

There is a first-aid box in the kitchen for dealing with minor injuries and details of any items used should be passed to the Project Administrator (Sam Carlton) to allow replenishment of stock.

The accident book in the kitchen should be completed in all cases and the nominated Health and Safety Representative informed to allow for any necessary accident investigation.

#### Major incidents

**DIAL 999** from a mobile telephone and provide as much information as possible:

- Location – see box above
- Details of incident/injury
- Other information required by the operator

Ensure that someone stays with the injured party and meet the ambulance personnel at the main entrance. If no-one else available to stay with patient then advise them of the situation before going to meet the ambulance personnel.

Once patient has been dealt with, telephone UTEA administrator and give brief details of the incident and then complete the accident book.

## **FIRE EMERGENCY**

### **Before the event or class**

The tutor/event coordinator is to ensure that:

1. All present are advised of the procedures in case of fire before the event commences:
  - The fire exits are through the main entrance and through the 'rear' entrance via the fire exit. Both these doors are to be fixed in the open position prior to the event (hooks are provided) unless there are under 20 people in the hall and then only the main entrance should be hooked back.
  - That as there is no automatic fire alarm and anyone discovering a fire should shout 'Fire' and alert the tutor/event coordinator.
  - That the assembly point is the Chipping car park adjacent to the Chipping Club Room
2. The routes to the fire exits are clear and that the doors are not obstructed at any time
3. The illuminated exit signs are not obscured
4. The maximum number of people allowed within the hall are not exceeded – capacity depends on hall layout; seated – 90, standing – 120

### **In the event of a fire being discovered**

The tutor/event coordinator is to:

1. Immediately evacuate the building using the appropriate emergency exits (be aware that the fire may preclude the use of one of the exits). Provide any necessary assistance to disabled or infirm people who may require help.
2. Direct the people to assemble in the car park near the Chipping Club Room.
3. Ensure, if safe to do so, that there is no-one left in the toilets, kitchen or back room.
4. If a minor fire, and only if the tutor/event coordinator feels confident (and has had the appropriate training), use the fire extinguishers to fight the fire.
5. Carry out a 'roll call' at the assembly point to ascertain if everyone is accounted for
6. **DIAL 999** from a mobile telephone and provide the necessary information, including: address (see box above), details of fire and whether all personnel have safely evacuated.
7. Meet the fire brigade at the entrance to the building, or at another location agreed with the 999 controller (depending on circumstances).
8. When the fire brigade arrive, provide all necessary details, i.e. '*all person accounted for*', or '*person(s) trapped*' and their probable location.
9. Ensure that no-one re-enters the building until the senior fire brigade officer gives permission.
10. Advise UTEA administrator (contact details above) of the incident.

## **POLICE EMERGENCY**

It is difficult to give precise guidance on the procedure to adopt as it will depend greatly on the type of emergency, but if during a class/event the host feels it necessary to call the police in an emergency (i.e. civil disobedience, drunken behavior causing offence, vandalism), **DIAL 999**. For non-urgent situations, dial 101.

Give the controller all necessary details including the address (see box above) and as much information about the incident as possible. Follow advice given by the controller and if this includes evacuation of the building implement the evacuation procedure for a fire (detailed above).

Arrange to meet the police officer at the main entrance or a location agreed with the controller and provide all assistance necessary.

As soon as practically possible, advise the UTEA administrator of the incident and outcome.

Prepared by: R Carpenter

Date: June 2012

Reviewed by: R Watt

Date: 23.07.17

Approved by Board (date):

Annual Review:

	2017	2018	2019	2020	2021	2022
Reviewed by	R Watt					
Date	23.07.17					

## DUTIES AND RESPONSIBILITIES

### Board of Directors

- Ensure that UTEA fulfils its legal obligations and that the policy is positively implemented.
- To be fully aware of the UTEA's health and safety policy and ensure its implementation.
- Advise board and users on health and safety issues.
- Regularly inspect all areas of the building for health and safety issues, and ensure that any hazards and health risks are identified and dealt with as soon as possible.
- Maintain records of all accidents, ensure all accidents are investigated and any operational changes necessary are introduced.
- Regularly carry out visual checks on electrical equipment (including emergency lighting and disabled alarm) and carry out PAT testing at designated intervals.
- Ensure fire extinguishers are regularly checked and accessible.
- Ensure all new users are aware of emergency and evacuation procedures.

### Volunteers, tutors and event coordinators

- To be fully aware of the company's health and safety policy and ensure its implementation.
- Ensure all participants are aware of relevant health and safety issues.
- Report back to directors any health and safety issues that arise.