



Accident and Emergency Procedures

Evacuation Procedure

All rooms have exit and assembly point instructions. ALL staff should be conversant with these procedures, the primary and secondary escape routes from the locations to be used and be able to name the correct assembly point for their location.

Action on hearing the alarm

ALL staff and young people should leave the building immediately via the nearest safe route, closing the door behind them. The Holiday Club manager must check that all of the staff, children and any visitors are present at the assembly point. Unaccounted for absentees must be reported to the Manager (who will inform the fire brigade on their arrival), staff must ensure that everyone remains together safely at the assembly point. Where a person with a special needs cannot be safely evacuated, a staff member must check that they are left in a smoke and fire protected area and inform the Fire Brigade Officer immediately on arrival. Where possible, nominated members of staff should monitor the building entrances / exits to prevent entry by any person other than the emergency services. No re-admittance is allowed into the building until permission has been given by the organising staff via the emergency services. ALL staff must co-operate and follow these instructions during incidents and drills.

Action on discovering a fire

Any staff member on discovering, or been informed of, a fire should activate the alarm. **ONLY** tackle the fire with an extinguisher if you have sufficient training, if the fire is small and there is no risk of personal injury. Immediately evacuate the building as for 'On Hearing the Alarm'.

Accident Procedure

Accidents

A trained first aider must be called who will decide on what further action will be taken, if any. All accidents must be reported to the Manager. All accidents and injuries will be logged in the accident and incident books. Serious injuries will be reported to the Health & Safety Executive to complete a RIDDOR report. (Reporting of injuries, diseases and dangerous occurrences Regulations 2013)

Action on Discovery of a serious injury

Where possible one person should summon help from a qualified First Aider whilst another stays with the injured to offer comfort and assurance. If a break or internal injury is suspected the victim should not be moved. DO NOT offer anything to eat or drink but try to keep the victim warm until the First Aider arrives.

Action to be taken in the case of a person taken ill

Summon a First Aider but offer no medication. The patient will be referred to a medical practitioner if necessary. The sick person will be attended by a staff member as long as it is considered necessary. ¹

Review cycle - Annual	Latest review Date 01/2024
Next Review Date 01/2025	Approved & signed by Moor Time Trustees 

