

Nailsea Shedders / UKeBox - EMERGENCY PROCEDURES NSP013

This document is intended to help members respond to unexpected events that may occur during meetings at Wraxall Village Club or at any other location whilst taking part in activities organised by Shedders and / or UKeBox.

These procedures are intended as an aid to helping people stay safe and to minimise the impact of an emergency.

Types of Emergencies

An emergency can include / result from any of the following:

- **Fire (however caused)**
- **Explosion (however caused)**
- **Electrical fault**
- **Water leak or spillage**
- **Hazardous material (e.g. paints, lubricants, sealants, solvents, gases or other chemicals) leak or spillage**
- **Building fabric or contents damage or collapse**
- **Hazardous weather**
- **External or other physical threats (human or other animal)**

- **Injury of any nature. May be caused by any of the above or unsafe working practices or slips, trips, falls etc.**
- **Sudden debilitating illness, which may or may not have an external cause.**

KEY Personnel

First Aiders: Dave Leggett, David Ford, Colin Clarke (all certificated for 3 years commencing 1st May 2024)

Fire Marshalls: We do not have nominated fire marshalls; all members are responsible for ensuring that they evacuate the building as safely and as quickly as possible. A Trustee or keyholder will take control.

Trustees: Donald Sparling, Andy Morrison, Steve Sayers, Phill Wheatley, Tony Cook

What to do in the event of a Fire

- If and while safe to do so the person discovering a fire shall immediately ring the bell in the bar area (if accessible) continuously until all other personnel in the building have exited to the assembly point.
- If the bell is not accessible then verbal alarms must be given.
- All members are expected to take responsibility for raising the alarm when necessary and then handing over responsibility to a keyholder who will ensure that the building is evacuated safely. The attendance register should be taken to the assembly point outside.
- The car park entrance must be kept clear for emergency vehicles
- A Trustee or Management Team member must immediately be informed (if available)
- Any visitors shall be conducted to the assembly point by their host(s), or other person currently in conversation with them.
- The nominated Fire Marshall will check all areas of the building to confirm there is no-one left inside (except as below) and then check all names against the attendance register.
- If it is safe to do so, and the fire appears to be of a size and nature that can be dealt with immediately, a suitable fire extinguisher should be deployed to put the fire out.
- If it is not safe to deal with the fire the person making the assessment shall then dial 999 immediately and ask for the Fire Service.
- All persons must remain at the assembly point until the responsible keyholder (or Fire Service if attending) advise that it is safe to return to the building / fire location

NOTE: All Shedders and UKeBox members must ensure that they are familiar with the location of fire exits and the assembly point which is within the car park adjacent to its entrance.

What to do in the event of a Serious Injury

Examples of Serious injuries include where a person may

- **be not breathing**
 - **be unresponsive**
 - **be unconscious**
 - **be concussed**
 - **be bleeding profusely**
 - **be suffering from extensive burns or scalds**
 - **have broken bones**
 - **be in great pain.**
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- **A nominated First Aider and a Trustee shall jointly assume control of the situation and shall co-opt assistance if someone with specific related knowledge is known to be available. They will ask another person to be available to act as a 'runner' and request that other persons leave the immediate area as appropriate**

- The nominated First Aider or co-opted person shall make an immediate assessment of the situation and determine the action to be taken.
- If the situation requires an emergency response the First Aider shall phone 999 at once and request an ambulance (or appoint someone else to do it).
- The First Aider shall direct any suitable treatment or aid to be given to the patient until the Emergency Services are in attendance.

NOTE: Do not move the patient if broken bones are suspected unless it is considered a danger to patient or responders

The patient should be made as comfortable as possible until the emergency services arrive.

- All accidents resulting in injury must be recorded in the Accident Book
- Where necessary, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) procedures shall be followed by a Trustee or Management Team member.

What to do in the event of suspected electrocution

- No-one shall touch the patient until it is confirmed that all electrical sources have been isolated or are no longer exposed.

- If the source cannot be isolated do not touch the patient until it is confirmed that the electrical supply is not in contact.
- The nominated First Aider shall make an immediate assessment of the situation and determine the action to be taken.
- If another person with more specific or relevant Electrical knowledge is known to be on site the First Aider shall request assistance from them.
- If the patient is seriously injured, then the Serious Injury guidance shall be followed.
- If the situation requires an emergency response – phone 999 at once and request an ambulance.
- Suitable first aid treatment should be applied to the patient.

What to do in the event of a Chemical Incident

- A chemical incident may involve exposure due to the inhalation of volatile substances (vapour, aerosols, sprays), contamination on skin or clothing, ingestion of noxious substances or release of chemicals into the environment.
- An assessment of the risks should be undertaken before attending the patient.
- Evacuation of everybody but the first aider and helper should be undertaken.
- If a person has inhaled vapour from a volatile chemical, or has a spill on skin or clothing, he/she should be removed from the source to a clean area. The First Aider or responsible person should determine the type of chemical involved and consult the relevant SDS (Safety Data Sheet). These are kept in a folder in the workshop.

- Immediate action should be taken to reduce the effects on the patient. Telephone 111 for advice or 999 for an emergency response.
- If the area is hazardous, the source should be isolated and the area cleared of personnel.
- Wearing suitable PPE, the chemical container should be sealed and removed to a safe area.
- The area should be appropriately decontaminated before reuse The yellow cabinet should be kept closed at all times except when access is required

What to do in the event of a Medical Incident

- If the person suffers from a known medical condition, then the relevant course of action should be taken. Check for medical information in the form of bracelets, badges, etc.
- If the person has suffered a sudden medical emergency e.g. a stroke, heart attack, or mental crisis then all appropriate responses should be taken:
 - The nominated First Aider assumes control of the situation. Another member should be available to act as a runner if appropriate
 - Shedders not involved should leave the area
 - All repair and other activities should cease. If a defibrillator is available this should be used when appropriate.

- Immediate action should be taken to reduce the effects on the patient. Telephone 111 for advice or 999 for an emergency response.

What to do in the event of a Minor Accident

- A minor accident includes cuts, abrasions, bruises, minor burns, etc, that can be fully dealt with on the spot or may require a visit to a Minor Injury unit. The injured person will be conscious and be able to report what happened.
- A minor accident may also include a broken or suspected broken bone, minor burn or cut that needs further specialist treatment.
- The nominated First Aider or responsible person will treat the injury using the first aid kit held by Nailsea Shedders.
- The injured person may be taken to a Minor Injury unit if further treatment or investigation is required. At least one other person should accompany the driver and casualty if being taken by car.

External threats

External threats may be from individuals, groups or environmental situations.

If the threats are known in advance the Trustees will review the threat and contact the members with appropriate guidance on cancelation of any session.

Threats arising during any active session must be dealt with in the safest possible fashion consistent with the threat. This may be by:

- Reasoning with disruptive part(ies)
- Temporarily evacuating the building, or specific locations
- Abandoning the session
- Locking any appropriate doors to contain threatening part(ies)
- Calling the police
- As a last resort, if it is safe for all involved to do so, restraining violent individuals

Serious weather

If the threat of serious weather conditions are known in advance the Trustees will review the threat and contact the members with appropriate guidance on cancelation of any session.

Threats arising during any active session must be dealt with in the safest possible fashion consistent with the threat. This may be by:

- Temporarily evacuating the building, or specific locations if it is safe to do so
- Abandoning outside working for the session
- Closing the session
- Recommending that members do not attempt to leave the building until the situation improves

Actions to be taken following an Emergency.

- **All accidents must be recorded in the Accident Book held by Nailsea Shedders**
- **Serious accidents or incidents must be reported to the HSE. (RIDDOR may apply)**
- **A review of the causes of the accident and the actions taken should take place and a report given to the Trustees and mitigating action taken to ensure that repeat occurrences do not happen.**
- **Our written procedures should be reviewed and revised if necessary.
The accident book should be reviewed periodically and any trends should be noted and amelioration put in place.**