

## **FYLDE DECORATIVE AND FINE ARTS SOCIETY.**

### **SAFETY AND FIRST AID PROCEDURE.**

The following procedure is based on and is fully compliant with :

- The NADFAS First Aid Policy
- The Hall and Annexe User & Hirer protocol of the St. Annes-on-Sea United Reformed Church

The procedure is in place to deal with first aid emergencies to:

- Ensure that anyone who is taken ill or is injured is properly taken care of and receives the necessary medical attention as soon as possible
- Minimise the disruption to others attending the event

**It is important that every Committee member is familiar with the Society's Safety and First Aid procedure.**

#### **I]. General.**

1. The Society has access to the First Aid Box in the Meeting Hall
2. A Committee member, with a mobile telephone, should be the nominated emergency contact person.

#### **II]. First Aid Procedure for Lectures.**

3. All Committee members should know the venue's address and post code in case it is necessary to call an ambulance. The address which must be given is-----**United Reformed Church [Hall or Annexe], St. Georges Road, LYTHAM ST. ANNES, Lancs. FY8 2AE.**
4. If someone is taken ill, put him/her in the recovery position and dial 999. **Only qualified people \* should touch the patient** [\*practising nurse/doctor; holder of current First Aid Certificate; member of Red Cross or St. John Ambulance].
5. Do **not** give medication to anyone. If the patient has medication with him/her for emergencies and s/he wishes to take it, make sure you know what it is and the quantity taken in order to tell the paramedics/doctor.

6. If the patient seems recovered, try to keep him/her sitting quietly away from the others and try to persuade him/her to get someone to take them home or to take a taxi.

### **III]. First Aid Procedure for outings/tours/other events.**

7. Ask for emergency contact details on the application form and have these to hand during the event.

8. When arranging outings etc consider the capabilities of the average membership and when advertising, make it clear what level of activity is anticipated. Also advise on footwear and clothing if appropriate.

9. Appoint two Committee members to check that members are coping and to stay with a member who is taken ill.

### **IV]. Fire Precautions.**

10. All members and other users [eg guests, caterers] must be aware of the fire precautions in the meeting places.

11. It is the responsibility of the Committee to know the location of the exits and their accessibility to wheel-chair users.

There are 3 exits from the main hall and 2 from the community room leading to three exit doors to open air. These are accessible for wheel chairs. There are 2 exit doors from the annexe leading to two exit doors to open air.

**The exits and exit routes should be pointed out where people unfamiliar with the premises are present.**

12. The following are **not** permitted:

Smoking in any room including the toilets

The use of naked flames, including candles [except in the kitchen]

The use of portable heaters at any time

13. The maintained emergency light, which remains switched on at all times, must be on before admitting anyone to an event.

14. Cooking.

Fire doors to cooking areas must be kept closed at all times . The hatch to the main kitchen should remain closed until food is served and in the case of fire, it should be lowered by a person from within the hall ,if it is safe to do so, to prevent fire spread.

Each kitchen is provided with a fire blanket and a dry powder type portable fire extinguisher. Users should familiarise themselves with the method of operation and types of fire covered by these devices.

#### 15. Fire Marshalls/Stewards/Assistants.

The number of fire stewards appointed should be related to the number of people present---one per exit from the main hall [3] plus those for disabled assistance would be appropriate.

Their additional responsibilities at functions include:

- The action to be taken on hearing the alarm
- The evacuation procedures from the premises to a designated place of assembly
- The location of first aid fire fighting equipment
- The location of alternative escape routes
- The procedure for helping people with disabilities
- General fire precautions

16. Prior to admitting anyone to the building the person responsible for the event must complete the Pre-Admittance Procedures [United Reformed Church Policy, Appendix B] and return the form to the Secretary for filing.

17. Unless a person has been trained in the use of fire-fighting equipment, s/he should not attempt to fight fires but to sound the alarm, evacuate the premises and call the fire service.

18. All exit routes should be used during an emergency evacuation if they are available. The outside areas of exit doors are hatched and must remain clear of parking and other obstructions.

**The Committee must check that this is enforced.**

#### 19. Warning of a Fire.

The hall and annexe share a common fire alarm system and are designed for simultaneous evacuation on the activation of the alarm in either room. The premises are fitted with automatic detection and manual call points. Simple fire procedures can be found adjacent to each fire alarm manual call point.

Should a fire occur:

- Detect the fire
- Initiate the alarm leading to the evacuation of the premises
- Call the Fire & Rescue Service via 999.

The address which must be given is as in 3.

**The Emergency Fire Service contact person is responsible for:**

- **Calling the Fire Service**
- **Giving the correct and full address in a clear and calm manner**
- **Providing a brief description of the incident**
- **Informing the Fire Service of rendezvous and access points for the building**
- **Advising on exact location of incident within the building**
- **Any other relevant information**

20. General Guide to Evacuation Procedures.

Appendix A . United Reformed Church. Hall and Annexe User and Hirer Protocol.

**Note:** Regular fire drills should be undertaken.

Marion Nuttall

[Secretary: Steering Committee]

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