

## Emergency Action Plan 2021-22

<b>Date plan approved</b>	September 2021
<b>Date of next review</b>	September 2022
<b>Frequency of review</b>	Annually
<b>Governors Consultation Committee</b>	Policy Ratification Group
<b>Lead person</b>	Mr Alan Chipping

### Emergency Entrance

Emergency services will enter via the main entrance and drive towards the exit turning left towards the rear of the school and *approach the 4G Pitch by foot.*

**PLEASE SEE MAP BELOW**

Any accident or incident that requires emergency treatment should be reported to the Site Manager or Extended Schools Coordinator as soon as possible.

If an ambulance has been called, the staff will unlock the gates to allow access. *From 17:00 Hythe & Dibden Youth Football Club, Southampton Women & Girls Football Club and London Irish will open the emergency gate.*

Please ask a member of the public to meet the emergency services and provide them with information on the incident.

### Nearest A&E Department:

Southampton General Hospital  
Tremona Road  
Southampton

**What3words:** [www.what3words.com](http://www.what3words.com)

We encourage the usage or download of the App 'What3words' in an emergency. What3words is a really simple way to talk about location.

**slowly.toast.owners** is one of a number of locations on the 4G pitch.



**NHS Advice Line:** 111

**Emergency Services:** 999 (if condition is life threatening)

**Defibrillator:** Located at Main reception

## **1) Fire evacuation**

### **IN THE EVENT OF AN EMERGENCY DUE TO A FIRE**

1. If you discover a fire, immediately activate the fire alarm by breaking a glass alarm point on the wall and call the Fire & Rescue Service by telephoning **999**.
2. If you hear the FIRE ALARM, please assemble at the rugby post next to the tennis courts and await further information.
3. Remain at the muster point until you are told to return by a member of staff.
4. Do not attempt to enter any building until clearance is given by the member of staff on duty.
5. In the event of a missing person, report immediately to the member of staff on duty at the designated assembly point.
6. Do not attempt to use the fire extinguishers provided unless you are properly trained in their use and it is safe to do so. No one should ever act alone.
7. Do not stop to collect any personal items during an evacuation.
8. In the highly unlikely event of all escape routes being blocked, please close all the doors and wait for the Fire & Rescue Service to arrive.
9. If you discover a suspicious package or receive a bomb threat in person or by telephone, activate the fire alarm and then call the emergency services by dialling **999**.

## **2) Accident and Serious Injury**

Any injuries or accidents need to be dealt with immediately with the appropriate treatment and care required.

1. Call for the assistance of another member of staff by using the radios or the internal telephones or mobiles.
2. Ensure the area is safe and that no further harm will come to the casualty or to the public.
3. Carry out the appropriate first aid as per the First Aid at Work (only qualified First Aiders should give the first aid).
4. The member of staff will assess the situation and instruct Reception to phone for an ambulance if required. Instruct one member of staff to meet the ambulance and take them to the scene of the accident as quickly as possible.

5. All accidents to staff and customers must be reported fully on the appropriate forms.

6. It is important that staff support casualties by speaking to them confidently and reassuringly.

### **Automatic External Defibrillator (AED)**

The defibrillator is located at the Reception in the main building. The equipment can be used when CPR is required. The ambulance service will instruct you to get the defib. We aim to use the defib within 4-6 minutes.

1. Always ensure it is safe to help someone when dealing with an emergency.

2. The defib needs the casualty to be in VF (ventricular fibrillation). This lasts between 4-6 minutes with no action. CPR will maintain VF status. Continue to use CPR until you are advised to stop.

3. The defib will be checked weekly by the Complex Staff.

4. The defib should NOT be used on children under 12 months.

5. Think carefully where you are operating the defib:

- No pooling water
- Not on standing or running water
- Not in a gas filled environment (risk of explosion)
- If petrol fumes are involved you need to be a minimum of 15m away

### **3) Reportable Accidents / Events under RIDDOR**

- Death
- Any fracture, other than fingers, thumbs and toes
- Any injury which is likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - (a) covers more than 10% of the body
  - (b) causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
  - (a) hypothermia or heat induced injury
  - (b) requires resuscitation or admittance to hospital for more than 24 hours

### **Over-Seven-Days Incapacitation**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

## **Over-Three-Day Incapacitation**

Accidents must be recorded but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (eg members of the public):

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury'.

Occupational diseases:

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work:

- \*carpal tunnel syndrome;
- \*severe cramp of the hand or forearm;
- \*occupational dermatitis;
- \*hand-arm vibration syndrome;
- \*occupational asthma;
- \*tendonitis or tenosynovitis of the hand or forearm;
- \*any occupational cancer;
- \*any disease attributed to an occupational exposure to a biological agent.

Further guidance on occupational diseases is available using this link:

<http://www.hse.gov.uk/riddor/reportable-incidents.htm#specified>

Specific guidance is also available for:

- \*occupational cancers
- \*diseases associated with biological agents

Dangerous occurrences:

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- \*the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- \*plant or equipment coming into contact with overhead power lines;
- \*the accidental release of any substance which could cause injury to any person.

Further guidance on these dangerous occurrences is available via this link:

<http://www.hse.gov.uk/riddor/reportable-incidents.htm#specified>

\*The Hampshire FA CEO must be contacted immediately following the occurrence of one of the above.

#### 4) Disorderly Behaviour

1. Any behaviour which is likely to cause a nuisance or is dangerous to staff or students should be stopped immediately.
2. Speak to customers in a firm but non-aggressive manner indicating your reasons. Try to diffuse the situation tactfully.
3. If the behaviour persists, give further warnings but do not become involved in an argument.
4. If the warnings have no effects, or the behaviour becomes serious call the member of staff.
5. Do not put yourself in any unnecessary danger.

Member of Staff:

- Assess the situation. Use tact and diplomacy.
- If the situation cannot be resolved ask those involved to leave the centre.
- The police should be called on 999.
- Stay in support of the complex staff.
- Do not put yourself in any unnecessary danger.

#### Administrative Ownership

Headteacher

**Date of implementation / review:** September 2021 / September 2022

Signed  ..... Headteacher

Signed  ..... Chair of Governors

Date .....September 2021 .....