



EMERGENCY ACTION PLAN FOR USERS

(The Grange School & Sports College has in place an emergency Action Plan to protect its customers, users, staff and premises)

The Emergency Action Plan covers:

- First Aid
- Lane line in Facilities office
- Reporting accidents and incidents
- Fire evacuation procedure
- Fire Assembly Point
- Smoking on site
- Fire exits

The staff and hirers of the school should be familiar with the EAP and should make every effort to ensure the facilities runs in accordance with the procedures laid out within it. However, staff will be required to use their initiative when unforeseen circumstances arise. Please do not hesitate to query any of the points in this working document as the Facilities Manager welcomes input, as it is regularly updated.

The Facilities Manager and wardens are authorised to take appropriate action during any emergency/evacuation situations, and are responsible for the health and safety of the public during these procedures. Please listen to and follow any instruction given by school staff and/or emergency personnel.

Club, groups and organisations are responsible for ensuring that their members and third parties linked to those members abide to the procedures laid out in this document.

First Aid

There is a first aid point in the Facilities Department Office in the Sports Centre. At that station is a first aid box and a telephone which can be used for emergencies. Clubs must provide their own first aider but in an emergency, the warden and Facilities Manager are trained to a basic level nationally recognised first aid standard. However, we cannot be held liable for any injury caused by first aid given.

Land Line In Facilities Office

There is a telephone in the Facilities Manager's Office which can be used for emergencies - you must dial '9' for an outside line, therefore for emergencies dial 9 999.

Reporting Accidents & Incidents

If you have even a minor accident please make sure you report it to the warden on duty so that it can be recorded and action taken to prevent it happening in the future.

The warden on duty may suggest that the injured person goes to hospital or may suggest that an ambulance is called. If a member of your club calls for an ambulance, please can they ensure that they inform the warden on duty.

Fire evacuation procedure

All parts of the building are equipped with fire alarm systems including smoke detectors and fire break glass call points. There are also various fire extinguishers within the buildings which are checked on a regular basis. The school's fire alarm system is connected to the fire service, but should be reinforced by a 999 call. Please note, if dialling from a school line call you will have to dial 9 999.