



## HORIZON COMMUNITY TRAINING FIRST AID & EMERGENCY PROCEDURE POLICY & PROCEDURE

Policy Number	HCT-HS-002
Version	2.0
Applicable To	All Members of the Horizon Community & Visitors
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Availability	Policies & Procedures Folder, SharePoint, Learner and Community Members Handbook and Company Website

### Purpose

This policy describes how Horizon Community Training (Horizon) expects all its members to behave in respect to First Aid and in the event of an Emergency.

### Introduction

The purpose of the Policy is to provide Horizon Community Members the information for dealing with emergency situations. It provides guidance regarding the provision of first aid to people suffering injury or illness. It also details the evacuation procedures to be followed in the event an emergency.

### Definitions

Emergency- Any situation/event where there is an immediate risk of injury to persons or loss of property requiring instant action or response.

First aid- are preserving life, preventing injury or illness from getting worse, relieving pain if possible, aiding recovery and protecting the unconscious.

First aiders are any person providing first aid.

Premises- include offices and vehicles.

## **First Aid**

First aid services are an important element of health, safety and wellbeing. This policy covers initial treatment for:

- Injuries that may occur in the workplace (including offsite such as visits or work experience)
- Acute personal sickness that may impact on staff, learners, or any other member of the Horizon community while at Horizon's premises.

The policy will reflect Horizon's commitment to high standards to always aim to provide quality first aid.

Any person attending Horizon's premises (staff, volunteers, learners, visitors, subcontractors) will have access to first aid provision and assistance should an injury or illness occur. First aid assistance is provided by trained first aiders, where possible.

### **First Aiders - Responsibilities**

A first aider's duties are

- to respond promptly to an emergency
- to render first aid
- to obtain where necessary any additional medical attention, without hesitation
- In the event of an accident or incident complete an accident report

First Aiders must report to the Horizon Health and Safety (H&S) officer any situation that must be reported to the HSE (Health and Safety Executive)

First Aiders must inform the Horizon H&S officer when equipment has been used and the need for restocking a first aid kit.

Personal Protection Equipment (PPE) such as gloves, disposable apron and face shield should be worn when providing any first aid treatment and disposed of safely once used.

### **First Aid Equipment**

First Aid kits are located throughout the building. First Aid Kits are located in reception (hang up between the windows) and on the top floor at the top of the stairs.

Each kit contains a checklist of equipment and an order slip. Every kit is checked at the end of each month by a member of the Horizon team who will sign the checklist and place a copy in that First Aid kit' section in the First Aid and Emergency Folder. An order slip must be completed to make up any deficiencies of equipment. Order slips must be sent to the Horizon H&S Officer.

The Horizon vehicle has its own allocated First Aid kit that includes additional equipment/supplies suitable for the off-site activities such as work experience and other trips away from the centre. This kit is to be treated in the same manner as the on-site kits. Monthly inspection by Horizon a member of the Horizon team and deficiencies re-ordered promptly.

## **Emergency**

Prompt and organised response to any emergency is an important element of health, safety and wellbeing.

All Horizon members are responsible for promptly responding to any emergency and in the event of evacuation of the premises follow the evacuation procedure.

In the event of an emergency it is vital that all members of Horizon do their utmost to remain calm, support each other and comply with any instructions from staff designated to take charge of such situations, i.e. Emergency Marshall.

### **Emergency Evacuation Procedure**

This procedure applies to all Horizon members and any person visiting the premises at the time of an emergency.

This procedure will be followed for the evacuation of the building for any reason.

In the event that anyone discovers a situation that they suspect may cause harm to anyone and evacuation of the building is necessary they must immediately press the nearest fire alarm. If in any doubt as to the need to evacuate, do not hesitate to press the nearest fire alarm.

Calmly leave the building in line with the **Fire** Execution Plan, displayed on each floor of the building via the nearest exit and assemble at the Emergency Assembly Point (EAP) which is located on Hall Quay, on the grass bank opposite the front of the building.

Do not delay an exit from the building by collecting any possessions.

If evacuation has been by the rear of the building into the garden area, exit by the gate into Stone Cutters Way and make your way to the EAP on Hall Quay.

Once the building has been exited, individuals are required to wait at the EAP and wait further instructions.

The Emergency Marshall (EM) or other delegated person will, if it has been possible, take the Sign in Register from the reception desk together with a high vis vest identifying that person as the EM and will check that register against everyone present at the EAP. For this reason, it is imperative every person reports their presence at the EAP having left the building. The emergency services could be put at risk searching for someone believed in the building who had left but not reported their presence to the EM.

Do not re-enter the building for any reason until told by the EM that it is safe to do so.

### **Role of Emergency Marshal**

There will always be an assigned Emergency Marshal (EM) on site assigned at the start of each working day. Their responsibilities in the event of an evacuation emergency are

- to ensure the relevant emergency services are called to assist.
- to retrieve the Sign In Register from the reception desk together with a tabard kept adjacent to the register to wear identifying that person as the EM
- where possible to check rooms and assist others in the evacuation.

- to directly attend the EAP and confirm the evacuation of all persons recorded as having been on site with reference to the Sign In Register
- to liaise with and report any issues to the emergency services on their arrival
- to make a report to the H&S Officer once the emergency situation has been resolved.

There are 4 high viz vests strategically located on each floor of the building. These are located

- in Reception next to the first aid kit
- on the first floor between the classroom and second floor stairs
- on the second floor at the top of the stairs, next to the first aid kit
- in the main staff office hanging on the back of the door

### Emergency Precautions and Equipment

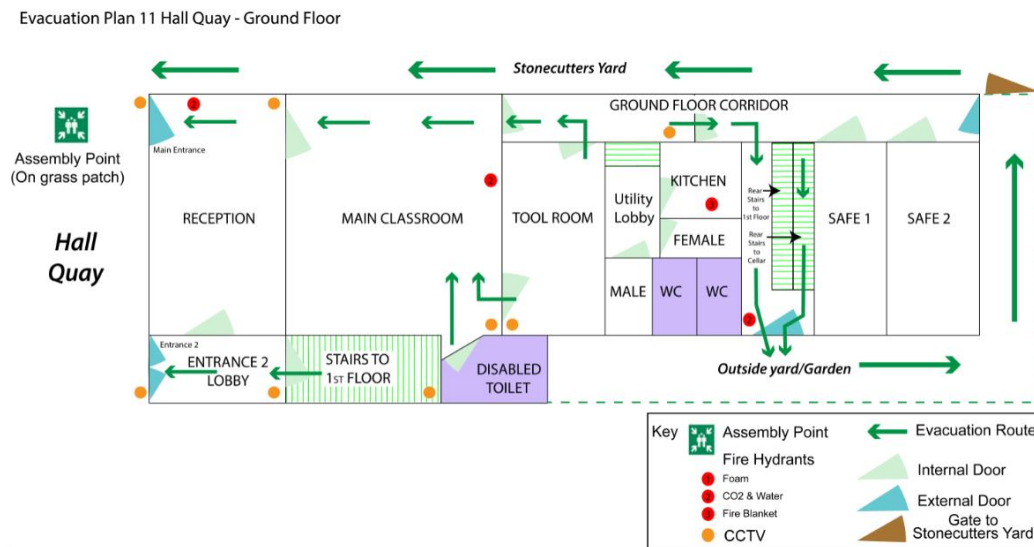
The Extinguishers, Smoke Detectors, Emergency Lighting and Alarm system will be annually tested by a certified company.

Weekly checks will be carried out on the alarm and recorded in the Fire Alarm Record File Located next to the Fire Alarm.

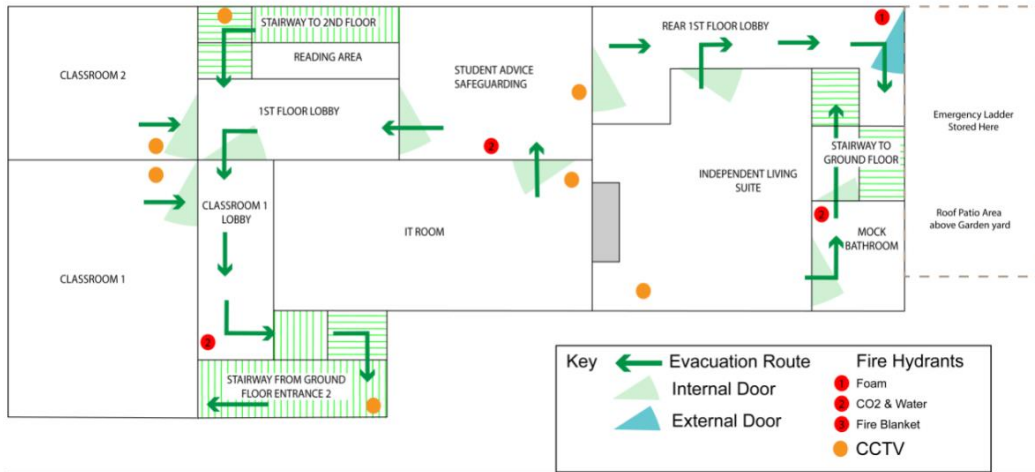
A practice evacuation can be carried out at any time and will be carried out quarterly.

Emergency torches are in the corridors at the top and bottom (other than at exits) of each staircase.

Evacuation Plan 11 Hall Quay - Ground Floor



Evacuation Plan 11 Hall Quay - 1st Floor



Evacuation Plan 11 Hall Quay - 2nd Floor

