



Fire and First Aid Procedure

FIRE PROCEDURE

1. Raise the Alarm

- If you discover a fire, activate the nearest fire alarm call point.

2. Call Emergency Services

- Dial 999 and request the Fire Service.
- Provide the full site address and details of the fire.

3. Evacuate Immediately

- Leave the area calmly using the nearest safe exit.
- Do not run.
- Assemble at the designated Fire Assembly Point.
- All designated fire marshals to scope to premises and take the register/s from reception.

4. Do Not Re-enter

- Stay at the assembly point.
- Do not return to the building until declared safe by the Fire Service or Supervisor.

5. Fire Extinguishers

- Only trained staff may use extinguishers.
- Use only if:
 - The fire is small and contained.
 - You are confident and have an escape route.

FIRST AID PROCEDURE

1. Assess the Scene

- Ensure your own safety first.
- Check the condition of the injured person without moving them unless in immediate danger.

2. Call for Help

- Alert a First Aider.

Fire and First Aid Procedure

- In an emergency, call 999 for an ambulance.

3. Administer First Aid

- The First Aider will provide care using the onsite First Aid Kit.
- Follow basic first aid steps: stop bleeding, ensure breathing, keep the injured person calm.

4. Report the Incident

- Notify the relevant Manager on duty
- Record the injury in the Accident Book (location: [Admin Office]).

5. Serious Injuries

- For serious or reportable incidents, the Manager will notify the Health and Safety Authority in line with local regulations (e.g. RIDDOR in the UK).

KEY CONTACTS & LOCATIONS

First Aider	Michelle McFall, Lucy Young, Alistair Metcalfe, Steve Allan
Centre Manager	Michelle McFall
Fire Assembly Point	Front of Car Park – Left side of entrance gate
First Aid Kit	Reception & Main Admin office
Fire Alarm Location	Canteen wall
Emergency Services	999 (UK)