

# LANCASTER TRAINING SERVICES LTD



## EMERGENCY PROCEDURES

The Training Manger/Assistant Training Manager will be responsible for acting on these Emergency Procedures  
There are 3 trained Fire Wardens and 6 trained First Aiders  
Due to the size of our business and the associated risks there is no need to specifically share our Emergency Plan with the emergency services

### **Key Risks**

- Fire <https://lantrain.co.uk/policies/>
- Lockdown <https://lantrain.co.uk/policies/>
- Business Continuity Plan <https://lantrain.co.uk/policies/>

### **Fire – Evacuation plans**

All members of **staff** have been trained during their induction, Health & Safety Level 1 training and their annual induction refresher training to assess the initial risk on discovering a fire.

- If the fire is small and contained they should extinguish it using the appropriate fire extinguisher/s.
- If the fire cannot be contained you must raise the alarm via the 'break boxes' which will automatically call the emergency services and alert everyone to evacuate the building.
- The 'Fire Warden' will ensure the emergency services have been summonsed and will liaise with them on arrival.
- The Fire Warden will also manage the crowd, traffic, emergency vehicles if appropriate and first aid/medical assistance

### **Lockdown – Remain plans**

- An emission or spillage of a dangerous substance in the vicinity of LTS and there is a risk that students/staff coming into contact with it may be harmed
- Where there are reasonable grounds to suspect that a person or persons is in the immediate vicinity has malicious intentions towards students and/or staff
- When an incident has taken place in the vicinity and it is believed that students witnessing the immediate aftermath might become upset or distressed
- Serious weather conditions.
- A nuclear incident

### **Business Continuity Plan**

What to do when day to day business activity may be disrupted e.g a break in utilities, IT failure, inaccessible building, key staff absences, loss of key resources through theft or damage etc.

### **First Aid, Medical Assistance and Ambulances**

All members of **staff** have been trained during their induction, Health & Safety Level 1 training and their annual induction refresher training to assess the nature of a medical emergency.

- It is likely that minor accidents will only cause minor injuries and will only require the assistance of a first aider.
- If the first aider decides that the injured person requires hospital treatment then a decision must be made on whether the patient can be taken to Accident & Emergency without calling an ambulance.
- The first aider will decide and ask for an ambulance to be called if necessary

### **Testing and validation**

Desktop reviews of these procedures will take place annually and when appropriate to do so the TM/ATM will test and validate these procedures in the form of scenario's, practice and drills etc.

A handwritten signature in black ink, appearing to read 'Richard W Little', is written over a light blue horizontal line.

Richard W Little – Chairman

<b>Document Control</b>	
Issued	26 <sup>th</sup> April 19'
Version	1
Next Review	Apr 20'
Owner	M Horabin
Title	Training Manager