

Reading Male Voice Choir

HS4: Good Practice Document (Risk Assessment) - Emergencies:

4.1 Fire

Fire arrangements at any particular concert venue are the responsibility of the venue. When arranging new concerts, the Concert Secretary should establish the local fire procedure with the concert organiser and the identity of the local contact for taking charge in the event of an emergency; the choir should take its lead from them.

Fire arrangements at school rehearsal venues are the responsibility of the Head Teacher. However, Choir Members and Friends of the Choir should be informed of the local fire procedure (4.1.1) by the Choir Health and Safety Officer or his deputy and an evacuation practice should be carried out annually at the regularly used location, e.g. Hawkedon Primary School. Suitable records should be kept of this.

Section Leaders should identify anyone with a mobility impairment, who may need assistance to evacuate, and nominate suitable men in their section who can assist if required during a fire evacuation.

4.1.1 Fire Emergency Procedure at Hawkedon Primary School

1. Raising the alarm: any member who observes evidence of a fire should push a call point break glass which will activate the fire alarm; call points are located near fire exits.
2. Reacting to fire alarm sound: on hearing the fire alarm, members should walk briskly but calmly out of the school via their nearest exit and move to an assembly point in the car park to the left of the Caretakers House. Turn left outside the entrance door and walk 30 paces, crossing the entrance road carefully to avoid incoming emergency vehicles.
3. Reporting: Section Leaders should ensure that members with special mobility needs are assisted and should record those from their section who have successfully evacuated, at the assembly point. They should report any members missing to the Choir Incident Co-ordinator (a senior member of the committee), who should liaise with the school and fire authorities, as required.
4. Calling the Fire Service: If a member has seen the source of the fire, they should advise the Choir Incident Co-ordinator, who should call 999 (or contact the Site Controller - 07702 551592) to confirm that there is a fire.

4.2 First Aid

4.2.1 First Aid at Concerts

The choir should have at least two qualified First Aiders at every activity, who should be listed in the Event Form. A rota is arranged by the Health & Safety Officer for each season and should be listed in the event form. During the pre-event visit, the Concert Secretary should determine if there is an Automated External Defibrillator (AED) on site, or close by and record details on the event form. (see **Appendix A** How to use a defibrillator).

A First Aid kit is carried in the Van Drivers box to all concerts. It should be checked at the start of each season and replenished and or out-of-date items replaced.

Our first aiders should provide help in the first instance and decide to call an ambulance if necessary.

In the event of first aid being required during a performance, evacuation of the stage by the Concert Coordinator (Stage Manager) may be required.

4.2.2 First Aid at Rehearsals

At the rehearsal venue, Hawkedon Primary School, first aid will be provided, if required, by a choir member who is a qualified first aider. If none present, a committee member should take charge and call the emergency services as necessary.

The First Aid Box will be taken to the hall for each rehearsal

An AED (see **Appendix A**) is available in the corridor outside the Hawkedon School Office (in corridor on left hand side of Hall, when viewed from entrance).

4.2.3 First Aid at Meetings

When the Committee or the "Friends of the Choir" meet, there may not be a qualified first aider present. In the event of an emergency, the senior person present should take charge and ensure that the emergency services are called.

4.2.4 On-Tour Medical Information

When the choir is going on tour, all members of the tour should be asked to supply to the Concert Secretary, contact details of their next of kin and any medical information they think appropriate.

Appendix A: Using a Defibrillator (AED) *(Source: St John Ambulance)*

An Automated External Defibrillator (AED) is a portable life saving device that can give a casualty's heart an electric shock, when it has stopped beating normally in a sudden cardiac arrest. A defibrillator works by checking the casualty's heart rhythm once the defibrillator pads are placed on their chest and giving them a shock if needed. If a person is not in cardiac arrest the device will not administer a shock, even if you press the button, as it has detected a heartbeat.

In an emergency:

- Call 999.
 - Switch on the defibrillator.
 - Remove clothing.
 - Stick on pads.
 - Follow voice prompts while continuing CPR.
1. After performing a primary survey, and you find someone is unresponsive and not breathing normally, ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.
 - If you're on your own use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control.
 - Do not leave a casualty to look for a defibrillator yourself, the ambulance will bring one.
 2. When the helper returns with a defibrillator, ask for it to be switched on and to take the pads out, while you continue CPR. They should remove or cut through clothing to get to the casualty's bare chest. They also need to wipe away any sweat. The defibrillator will give you voice prompts on what to do.
 3. They should attach the pads to the casualty's chest, by removing the backing paper. Apply the pads in the positions shown.
 - The first pad should be on the upper right side below the collar bone.
 - The second pad should be on the casualty's left side below the arm pit.
 4. The defibrillator will analyse the heart's rhythm. Stop CPR and make sure no one is touching the casualty. It will then give a series of visual and verbal prompts that should be followed.
 - If the defibrillator tells you that a shock is needed, tell people to stand back. The defibrillator will tell you when to press the shock button. After the shock has been given the defibrillator will tell you to continue CPR for two minutes before it re-analyses.
 - If the defibrillator tells you that no shock is needed continue CPR for two minutes before the defibrillator re-analyses.
 5. If the casualty shows signs of becoming responsive, such as coughing, opening eyes or speaking, and starts to breathe normally, put them in the recovery position. Leave the defibrillator attached. Monitor their level of response and prepare to give CPR again if necessary.