

London Wayfarers Hockey Club

Risk Assessment for Hockey Sessions (Summer Hockey Programme)

Venue: St Francis Xavier Sixth Form College (SFX)

Completed by (name): Mark Atherton

Date: 05 / 06 / 2023

Review Date: August 2023



(Signature)

Playing Area/Training Area

Check that the area and surroundings are safe and free from obstacles, check floor, roof leaks, lighting, heating, security and welfare.

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Weather – inclement weather	Med	Players, coaches, umpires, managers	<p>Pitches to be inspected prior to use. Estates team and/or lead coach(es) to ensure that the pitch is playable, not frozen and that players are kept safe in the event of a storm (moving indoors if required). Coaches to end sessions early if necessary, follow the above steps and communicate to parents of players where required.</p> <p>Refer to club guidance document:</p> <p><i>Inclement Weather, Potential Fixture Postponements & Cancellation of Training</i></p>	Estates team and/or lead coaches		Low
Playing surface (pitch)	Med	Players, coaches, umpires, managers	Venue responsible for ensuring that the surface is maintained and fit for purpose.	Coaches	Estates team	Low
Perimeter fencing	High	Spectators	Check that there are no damaged or missing panels in the fencing around the pitch. Note any damaged or missing areas with the facility management.	Coaches	Estates team	Low

Playing Area/Training Area continued

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Spectators	Med	Spectators	Only people actively involved in the training session/match to be allowed onto the pitch. Spectators to remain outside of the pitch perimeter fencing. Young spectators to be supervised at all times.	Appropriate adults to monitor and enforce (e.g. coaches)		Low
Hockey balls being used whilst unsupervised	High	Players and coaches	Coaches, umpires, managers and Group Captains to monitor and enforce. Includes anyone not actively in the session, who should remain outside of the perimeter fencing at all times. If coaches are late to the session, players should not use any equipment until they arrive and young players must be supervised by at least two appropriate adults until the coach has arrived. <i>Refer to England Hockey's Planning Safe Hockey document.</i>	Coaches Appropriate adults		Low Low
Hockey balls travelling into other areas of the pitch	High	Players, coaches, umpires, managers	Coach education (including undertaking England Hockey's <i>Safe Hockey</i> online module). Session planning to factor this in. <i>Refer to England Hockey's Planning Safe Hockey document.</i>	Coaches		Low
Spacing	Med	Players	Ensure that there is sufficient space for each of the planned activities, including appropriate space between activities (e.g. mini games to have a 'buffer' zone between each pitch), taking into consideration loose balls, rebounds/goalkeeper clearances and the direction in which players are working.	Coaches		Low

Playing Area/Training Area continued

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Balls entering neighbouring gardens	Med	Neighbours and/or property	Activities designed to ensure that there is no risk of balls going over the perimeter fencing.	Lead Coach		Low
Noise	Low	n/a	Coaches to ensure that noise levels are kept to a sensible level and that neighbours are not impacted by the activity.	Lead Coach		Low
Floodlights	High	Anyone on the pitch / at the facility	Nobody to access the pitch until the floodlights have been turned on. In the event of floodlight failure, the session/game should immediately be stopped and only resumed if the lights are turned back on.	Lead Coach	Estates team, duty manager	Low
	Med	Players, coaches, umpires	If any of the floodlights and/or bulbs are not working, coaches to determine whether it is safe for the session/game to go ahead (consideration to be given to the amount of natural light). If necessary/safe, training to be restricted to areas of the pitch that are fully lit. Issue to be communicated to the on-duty manager. Contact numbers for facilities team can be found below.	Lead Coach		Low

Indoor sports hall, changing rooms and toilets

Check that indoor areas and surroundings are safe and free from obstacles, check floor, roof leaks, lighting, heating, security and welfare.

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Indoor sports hall	Med	Players, coaches	<p>Benches to be moved to the ends of the sports hall, out of the way, so that they do not present trip hazards.</p> <p>Coaches to check that goals are secure.</p> <p>Coaches to check that the hall floor is clear and dry, to prevent slipping.</p> <p>Players to wear additional safety equipment (e.g. left-hand glove is mandatory for indoor hockey).</p> <p>Any equipment used to be returned to the storage container (in the car park) at the end of the session and stored in a safe and secure manner.</p> <p>Players to be dropped off at/collected from the entrance to the sports hall, directly accessible from the car park.</p>	Lead Coach		Low
Use of changing facilities and/or toilets	Med	Players	<p>These are not visible from the pitch facility. Young children to be supervised when walking to/from the changing rooms and/or toilets. Older children to go together in pairs.</p> <p>Refer to the following England Hockey guidance:</p> <p><i>Good Practice - Supervision Communication Social Media & Changing Rooms – 2019</i></p> <p>N.B. The club policy also stipulates that team talks should be held in open, public spaces wherever possible, in the presence of two appropriate/DBS-checked adults. Only in the event of adverse weather should changing rooms be used for team briefings (again in the presence of two appropriate, DBS-checked adults, at least one being the same gender as the players).</p>	Appropriate adults		Low

Indoor sports hall, changing rooms and toilets

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Fire doors left open	Med	Anyone accessing the school building	Coaches to ensure that fire doors remain closed throughout.	Coaches		Low
Slippery floors, poor lighting	Med	Anyone using the changing room/toilets	School cleaning staff to conduct regular checks to ensure the facility is safe to use. Any issues to be reported to the Duty Manager.		Estates team, Cleaning staff	Low
Emergency exits to be kept clear	High	Anyone accessing the school building	Notices by exits. Estates team to monitor.		Estates team	Low
Unauthorised access to the school building	Med	Players, parents, coaches	Users should only access areas of the school they are authorized to use (e.g. toilets, changing rooms, indoor sports hall). Access to other areas of the school is strictly forbidden.	Coaches		Low

Site Access & Parking

Ensure that all visitors to the site have the required access codes and park in the designated areas.

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Access	Low	Anyone using the site	Access to the astroturf pitch, indoor sports hall and storage container are all from the car park. Visitors should arrive no earlier than 15 mins before their scheduled session, to minimize the likelihood of overlap with school pupils leaving the site.	Lead Coach / LWHC Bookings		Low
Parking	Low	n/a	Parking is available on site. Visitors to the school should use the car park directly adjacent to the astroturf pitch.	Lead Coach / LWHC Bookings		Low
School pupils on site	Low	School pupils	Whilst club bookings take place outside of regular school hours, there will be times when school pupils and other users are still on site. Visitors to be vigilant when travelling through the school grounds and show consideration when approaching the pedestrian crossing.	Anyone accessing the site		Low
Speed of vehicles	High	Anyone using the site	Drivers to adhere to the on-site speed limits (shown on signs around the site).	Anyone using the site		Low

Equipment

Check that it is fit and sound for activity and suitable for age group/ability, check there is no equipment left from other activities or obstructions left in the sporting area.

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Goals	Med	Players and coaches	Goals must be inspected before use to ensure that they are fit for purpose. This includes checking goal nets for any holes (must be repaired before use), bolts and backboards. If any issues cannot be easily rectified on site (or if they require the attention of facilities staff), alternate goals must be used (or cones if no other suitable goals are available). Any damage to goals or concerns must be reported to the Duty Manager.	Coaches Lead Coach	Estates team	Low
Goals (handling)	Med	Players, coaches and umpires	Hockey goals should not be moved unless it is critical for the planned activity (please note that the goals are extremely heavy). Minimum of two adults required to move goals (to ensure their safety and also to protect against damage to the goal). Junior players should not be asked/attempt to move the goals.	Coaches and/or appropriate adults		Low
Mini football goals	Med	Players and equipment	The mini football goals should not be used in hockey sessions (to prevent against damage). It is not possible to move the mini football goals away from the sides of the pitch (i.e. they already straddle the full width of the run-off area). Coaches to take sensible precautions when designing activities to prevent against player collision into the goals (e.g. activities set up away from the goals, where required, buffer areas to be marked out with cones/throw down markers to create additional run-off space).	Lead Coach		Low

Equipment continued

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Bibs, balls, cones, throw down markers, etc	Med	Players, coaches, umpires and team managers	Only equipment brought to the facility by the coach and/or organiser, or from the storage container, to be used (i.e. players must not use their own equipment before the session/match begins). Coaches to ensure that all equipment is fit for purpose and is used appropriately.	Coaches		Low
Storage	Med	Anyone accessing the pitch	All equipment to be stored in a safe and secure manner when not in use.	Coaches,		Low
Storage container	Med	Coaches and other authorized club personnel	<p>A storage container is located in the car park and can be used to store club equipment.</p> <p>All equipment should be stored in a safe and secure manner, and the door closed and locked after use (N.B. under no circumstances should the door be left open, including during a session). The school estates team will unlock the container before each scheduled session and lock after use.</p> <p>Users should check the floor for slippery surfaces and use a torch where necessary.</p>	Coaches and other authorized club personnel	Estates team	Low

Participants

Check that the attendance register is up to date with medical information and contact details. Check that performers are appropriately attired for the activity.

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Coaching ratios	Med	Players	In accordance with England Hockey guidance, ratios of coaches/volunteers to players should be as follows: 1:8 5+ (with a minimum of two adults) 1:12. 12+ with a minimum of two adults) 1:16. Adults and 15+	Lead Coach / Coach Coordinator	Welfare Officer	Low
Clothing and footwear	Med	Players and umpires	Players to be appropriately attired for all sessions/matches, taking into consideration the temperature and weather conditions. Players should have appropriate footwear (N.B. bladed or studded footwear is not permitted).	Coaches		Low
Safety equipment	High	Players	Players are expected to wear shin pads and mouthguards to all sessions and matches (mandatory for junior players). Left-hand gloves are recommended for players from age 10 upwards but are not mandatory.	Coaches		Low
Jewellery and watches	Med	Players	Coaches/team managers to ask players to remove all jewellery prior to the start of the session/match. Jewellery that cannot be removed for religious reasons must be covered and made secure before the player can participate.	Coaches		Low
Goalkeeper equipment	High	Goalkeepers	In order to participate goalkeepers must have pads and kickers, gloves, body armour, full helmet and throat guards, and an abdominal guard. Kit to be inspected before use (e.g. straps, checking that the helmet is fit for purpose, etc)	Coaches	GKA, Welfare Officer	Low

Participants continued

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Location of 'resting' players and substitutes	High	Players	Coaches to ensure that 'resting' players wait in areas clear from risk (i.e. away from goals), are supervised and have an unobstructed view of the activity.	Coaches		Low
Medication (e.g. inhalers, EpiPens, etc)	High	Players, coaches and umpires	Participants carrying medication (e.g. EpiPens, inhalers, etc) should make the lead coach/or and first aider aware, and location of medication throughout the session to be agreed.	Coaches and first aiders		Low
Emergency contact numbers available	Low	Players, coaches and umpires	Lead coaches and LWHC Bookings to have access to emergency contact details via Cvent (the Coach Coordinator, Director of Hockey and club Welfare Officers also have access). Parents/guardians (juniors) and/or players (adults) to update as required on the annual membership renewal form.	Parents (juniors)	Welfare Officer	Low
Medical records available	High	Players, coaches and umpires	Lead coaches, and LWHC Bookings to have access to medical information via Teamo (the Coach Coordinator, Director of Hockey and club Welfare Officers also have access). Parents/guardians (juniors) and/or players (adults) to update as required on the annual membership renewal form.	Parents (juniors)	Welfare Officer	Low
Drop off policy (juniors)	High	Junior players	Junior players should be dropped off at the pitch or sports hall entrance and only be released into the care of club officials (e.g. DBS-checked coaches and/or Group Captains/team managers) once they have been registered.	Lead Coach / LWHC Bookings		Low
Registers getting wet in the rain	Med	n/a	Paper registers will be provided by the club's Coach Coordinator, the Director of Hockey or LWHC Bookings for session registration. Waterproof folder to be used for all paper attendance registers.	Lead Coach / LWHC Bookings	Welfare Officer	Low

Safety & Safeguarding

Ensure that relevant policies are updated and accessible, that general welfare is taken into consideration and that appropriate action can be taken in the event of an emergency.

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Collection policy (juniors)	High	Junior players	Junior players should be collected directly from the pitch or sports hall and must sign-out with club officials (e.g. DBS-checked coaches and/or Group Captains/team managers) before they leave.	Lead Coach / LWHC Bookings		Low
Late collection policy (juniors)	High	Junior players	<p>The club will provide the parents/carers with a contact number which may be used if the parent/carer will be late to collect their child/children.</p> <p>Refer to the following England Hockey guidance:</p> <p><i>Good Practice - Supervision Communication Social Media & Changing Rooms - 2019</i></p>	Lead Coach / LWHC Bookings		Low
Emergency and evacuation procedures	High	Anyone using the facility	All club procedures are outlined in the club's <i>Emergency and First Aid Policy</i> . All incidents/accidents/injuries to be reported using the Accident Report Form provided. Coaches made aware as part of their induction.	Welfare Officer, Director of Hockey, Coach Coordinator		Low
	High	Anyone involved in the activity	Lead coaches and any other club officials involved in the running of the activity must be made aware of the emergency and evacuation procedures for the site/facility (including emergency access and assembly points). These are provided in the Terms and Conditions of hire (<i>see Appendix 1</i>).	Club Fixtures & Facilities Officer, Welfare Officer	<p>Facility Manager</p> <p>Student Services Operations Manager</p>	Low

Safety & Safeguarding continued

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Telephone access	High	Anyone using the facility	Lead coaches must have a charged mobile phone with them at all times. In the event of an emergency (or if a mobile phone becomes unavailable – e.g. due to loss of battery), phone access is also available in the school, which is open throughout the booking (ask the duty manager).	Lead Coach	Duty manager	Low
Child welfare	Med	Junior players	All people working with children must be DBS checked, have the appropriate safeguarding training and, where required, coaching qualification(s).	Coach Coordinator, Director of Hockey	Welfare Officer	Low
Dehydration	Med	Players	Coaches to ensure that appropriate rest periods and hydration breaks are built into planning (and review throughout the session as required).	Coaches		Low

Safety & Safeguarding continued

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Unauthorised taking of photos/videos	Med	Junior players	<p>All members to complete basic consent when they register at the start of each season. All juniors complete additional photo consent.</p> <p>Membership Administrator/Welfare Officer to regularly share lists with appropriate club officials, of children for whom consent has not been granted.</p> <p>Anyone taking photos/videos at training and/or fixtures should register with the organiser beforehand.</p> <p>Players and volunteers should be made aware if photos/videos are being taken at a session/game.</p> <p>Photographers should be clearly visible at all times (e.g. wearing a high visibility jacket).</p> <p>Refer to the following England Hockey guidance:</p> <p><i>SafeGuard - Good Practice Guide – Updated March 2022</i></p>	Lead Coach	Welfare Officer	Low

Medical & First Aid

Ensure that relevant policies are updated, that fully stocked first aid kits are accessible at all sessions and appropriate adults available to administer basic treatment and that the location of the nearest defibrillator is known.

Description of Hazard	Evaluation of risk (high/med/low)	Who might be harmed?	Action(s) to minimise risk	Action by	Person to advise if risk is outside of own competence to assess	Re-evaluation of risk (high/med/low)
Absence of qualified first aider(s)	High	Anyone involved in the activity	All sessions/matches must have a minimum of one qualified first aider (with valid/updated certificate).	Lead Coach / Director of Hockey / Coach Coordinator	Welfare Officer	Low
First aid kit insufficiently stocked	High	Anyone involved in the activity	<p>Club official responsible for the first aid kit to liaise with the club welfare officer(s) if items are used and the kit needs replenishing.</p> <p>Note: All incidents/accidents must be reported using the Accident Report Form.</p> <p>Refer to the following for further information:</p> <p><i>London Wayfarers HC – Emergency & First Aid Policy</i></p>	Lead Coach, first aider(s)	Welfare Officer	Low
First aid kit accessible and in clear view	High	Anyone involved in the activity	<p>First aid kit must be taken to all sessions/fixtures, be accessible (i.e. not in a locked container) and in clear view throughout the session.</p> <p>First aiders should be made aware of the location of the first aid kit.</p>	Lead Coach, first aider(s)		Low
Defibrillator access	High	Anyone using the facility	The school's defibrillator is located in the main foyer (as you enter through the main entrance doors, it is on the wall, on the right-hand side). It can be simply removed from the wall for use and is not locked in any way.		Facility Manager	Low
Inaccurate information on first aid policies and/or risk assessments	Med	Anyone using the facility	Ensure that the club's <i>Emergency & First Policy</i> is updated, with the correct information regarding the nearest hospitals and defibrillator location(s).		Welfare Officer	Low

Contact Number(s)

Estates office	020 8772 6018	Primary point of contact
Duty Manager	07927 594 916	Griffths Nipah (on site most evenings)
Welfare Officer (Penny Stubbs)	07788 744 011	welfare@londonwayfarers.com
Director of Hockey (Mark Atherton)	07519 600 887	markatherton@hotmail.co.uk
Coach Coordinator (Calum MacDonald)	07872 519 422	lwhc.coaching@gmail.com

Location

Address	St Francis Xavier 6th Form College (SFX), 10 Malwood Road, London, SW12 8EN
What3Words Location	Retire.Corner.Reform

** Street addresses and postcodes are often not accurate enough to specify precise locations, such as sports pitch entrances, and don't exist for parks and many rural areas. This makes it hard to find places and prevents people from describing exactly where help is needed in an emergency. What3Words provides unique, three-word combinations pinpointing every 3m square on earth and may save the emergency services valuable time in locating the pitch entrance and/or any casualty/injured person.*

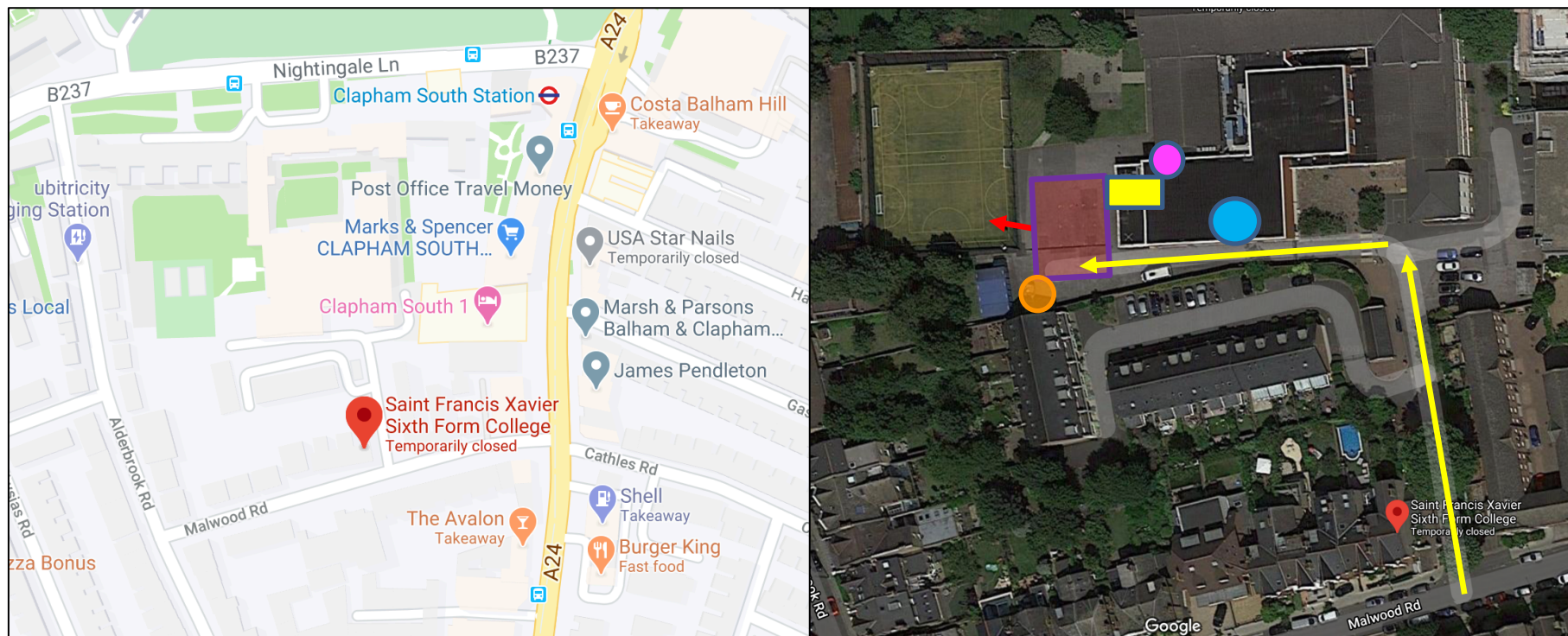
Accident & Emergency Department

The nearest Accident & Emergency Departments to each of the sites used by London Wayfarers HC are listed below with contact details. The numbers entered into the grid below the sites denote the distance in miles from the site to the hospital in question.

Nearest Hospital	Bank of England Sports Ground	Battersea Park	Crystal Palace	Dulwich College	Kennington Park	King' s House Sports Ground	La Retraite	Newton Prep	Streatham & Clapham High School	St Francis Xavier 6 th Form College	Wimbledon High School	Address	Contact Number
Charing Cross Hospital						4.0						Fulham Palace Rd, London, W6 8RF	020 3311 1234
Chelsea and Westminster Hospital	3.3	1.2				5.0	3.0	1.6		2.7		369 Fulham Road, London SW10 9NH	020 3315 8080
Croydon University Hospital			2.7	3.7								530 London Road, Croydon CR7 7YE	020 8401 3000
King's College Hospital				3.3								Denmark Hill, Brixton, London SE5 9RS	020 3299 9000
Kingston Hospital	3.6										2.9	Galsworthy Rd, Kingston upon Thames, KT2 7QB	020 8546 7711
St George's Hospital							2.0		1.8	2.0	1.9	Blackshaw Road, London SW17 0QT	020 8672 1255
St Mary's Hospital												Praed Street, London, W2 1NY	020 3312 6666
St Thomas's Hospital		2.0			1.0			1.9				Westminster Bridge Road, Lambeth, London SE1 7EH	020 7188 7188
University Hospital Lewisham **				2.9								Lewisham High Street, London, SE13 6LH	020 8333 3000
West Middlesex University Hospital	3.3					5.4						Twickenham Road, Isleworth, Middlesex, TW7 6AF	020 8560 2121

** This service is for anyone aged 16 or over.

Site Map



- Red shaded area
 - Orange shaded area
 - Pink shaded area
 - Yellow shaded area
 - Blue shaded area
 - Yellow arrows
 - Red arrow
- Car park
 - On-site storage
 - Toilets
 - Indoor sports hall
 - Site security and Estates Team office
 - Directions for site access
 - Pitch access/exit gate



London Wayfarers Hockey Club

Activity Lead Checklist

This checklist is intended purely as a guide for those leading sessions and/or responsible for training, fixtures and the welfare of players in their care. It is by no means exhaustive and space is provided below to add additional items/checks to meet the needs of the session, site and all those accessing the site/actively involved in the session/fixture.

Venue:

Completed by (name):

Date:

Activity Date:

(Signature)

Item	Yes / No
First aid kit fully stocked	
Mobile phone charged	
Registers produced for the session	
Access code known	
Facility safe to access and emergency routes clear/safe to use	
Playing surface is fit for purpose (check for damage, flooding, ice, etc)	
Floodlights in full working order	
Equipment checked and safe to use	
Pitch equipment/furniture moved to appropriate areas of the facility	
Players registered before entering the pitch	
Players aware of policy for going to the toilets	
Lead coach present and on the pitch before equipment is used (e.g balls)	
First aid kit and player medication accessible and in view	

Item	Yes / No
GK equipment fit for purpose	
Players wearing personal protective equipment (mouthguard, shinpads)	
Players appropriately attired for the session	
All jewellery and watches removed (or secured and covered)	
No spectators on the field (only people actively involved in the session)	
Consideration given to the location of resting players and substitutes	
Appropriate rest periods and hydration breaks provided	
Authorised photographers only and players/volunteers made aware	
Junior players collected directly from the pitch facility	
Appropriate action taken if parents are late to collect	
Any issues with the site, facility and/or equipment reported	
Any welfare concerns and/or accidents reported	
Equipment stored in a safe and secure manner	

APPENDIX 1 – SFX FIRE & SAFETY & EVACUATIONS

St Francis Xavier 6th Form College / SFX Corporate Services Ltd, Letting Terms and Conditions, September 2021

APPENDIX A: FIRE & SAFETY

1. INTRODUCTION:

This guidance is for the person responsible for hiring space at SFX and is intended to be implemented at times out of normal working hours or when full time college personnel are not normally present.

Every person has an obligation to ensure that he/she understands his/her role and what to do in case of an emergency. It is essential therefore that all parties are familiar with these evacuation procedures.

2. DUTIES AND RESPONSIBILITIES:

The person responsible for hiring space at SFX must take all reasonable steps to ensure that fire precautions and safety in their area are maintained.

The hirer shall inform their group of the SFX No Smoking Policy which is that smoking is prohibited anywhere inside or outside of the college or standing in Malwood Road (except by specific prior agreement when a designated outside area is being provided).

The hirer shall ensure safe and swift evacuation from their area of all persons under their supervision and care in the event of fire.

3. WHAT TO DO IN THE EVENT OF FIRE:

On discovering a fire:

- a) Sound the alarm by breaking the glass in the nearest fire alarm call point
- b) Attack the fire only if trained and safe to do so
- c) Evacuate the building as instructed below

On hearing the fire alarm:

- a) Leave the building by nearest fire exit. Exit through the main gates. Turn right along Malwood Road, then right again along Alderbrooke Road and muster on Clapham Common.
- b) Carers will help disabled persons to evacuate.
- c) You must evacuate the room swiftly leaving personal possessions behind.
- d) You should close windows but only if safe to do so. Do not put yourself at risk and do not climb on furniture to close a window.
- e) Report to assembly point on Clapham Common.
- f) Nominate a lead member of your party to return to or stay at the college main gates to liaise with the Estates Officer who will act as Chief Fire Warden. The Chief Fire Warden will liaise with the Fire Authorities to determine if/when it is safe to re-occupy.

NOTE: - The Estates Officer will assume the role of Chief Fire Warden and he or she will remain at the main gates until the fire authority states that it is safe to re-enter the building.

Effective 5th October, 2021.