

RISK ASSESSMENT 4 – EVACUATION PROCEDURES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Loss of life, moderate to severe injury.	Staff, Volunteers Visitors and Residents.	<p>Advising Staff, Volunteers, Visitors and Residents of how to evacuate a building.</p> <p>Evacuation Procedures for Practice Venue Little Sisters of the Poor. 44 Union Street, Greenock PA16 8DP</p> <p>There are 3 Emergency Exits located on the route between the entrance and the Practice Hall.</p> <p>Exit 1 is the main entrance/exit to the building where reception is located</p>	No	Mary Greig (Musical Director)	May 2018	31 st May 2018

RISK ASSESSMENT 4 – EVACUATION PROCEDURES

		<p>Exit 2 is located outside the main Practice Hall.</p> <p>Exit 3 is located within the main Practice Hall.</p> <p>Meeting Point is the roundabout directly outside these Exits. Please remain there until Mary Greig carries out a roll call to ensure that all volunteers are accounted for.</p> <p>Mary will use the Volunteers sign in sheet and provide this information to the Fire Officer.</p> <p>The Fire Officer will advise regarding how to proceed.</p> <p>Volunteers should not use the Fire Extinguisher, only trained staff would do so, if required.</p>				
--	--	---	--	--	--	--

Signed..... Dated.....

This Folder is managed by Mary Greig, Musical Director and all staff, trustees and volunteers can access this at any time.