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.	Advising Staff, Volunteers, Visitors and Residents of how to evacuate a building. Evacuation Procedures for Practice Venue Little Sisters of the Poor. 44 Union Street, Greenock PA16 8DP There are 3 Emergency Exits located on the route between the entrance and the Practice Hall. Exit 1 is the main entrance/exit to the building where reception is located	No	Mary Greig (Musical Director)	May 2018	31 st May 2018

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	Exit 2 is located	
양을 통행할 것은 것이 주요. 한 것 같은 것 같아.	outside the main	
귀절 방법이 걸린 것이 없는 것이 같이 많이	Practice Hall.	
전 문화한 물장 지수는 것 같은 물건을 했다.	Exit 3 is located	
물건 것 같은 것 같아요. 물건 것 같은 것 같이 것	within the main	
홍영 영양은 것 같은 것 같아? 말했는 것	Practice Hall.	
영양 공동 이 아파 등 영지 생활했지 않	Meeting Point is the	
	roundabout directly	
전 전 영상 것 같아요. 이 것 같아요. 같이	outside these Exits.	
영상 공항 경험한 것이 않는 것이 것 같은 것이다.	Please remain there	
	until Mary Greig	
	carries out a roll call	
	to ensure that all	
	volunteers are	
	accounted for.	
	Mary will use the	
	Volunteers sign in	
	sheet and provide	
	this information to	
	the Fire Officer.	
	The Fire Officer will	
	advise regarding	
	how to proceed.	
	Volunteers should	
	not use the Fire	
	Extinguisher, only	
	trained staff would	
	do so, if required.	

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

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