



# HEALTH AND SAFETY POLICY PACK

Version: 1.5

Effective from: 7th March  
2026

Review due: Jan 2027



[contact@jonesbadmintonacademy.co.uk](mailto:contact@jonesbadmintonacademy.co.uk)



[www.jonesbadmintonacademy.co.uk](http://www.jonesbadmintonacademy.co.uk)

**The table below lists the current set of policies held within this Health and Safety Policy Pack:**

<b>Policy</b>	<b>Version</b>	<b>Approved</b>	<b>Review due</b>
Health and safety statement	1.3	16 <sup>th</sup> February 2026	Jan 2027
First aid statement	1.3	16 <sup>th</sup> February 2026	Jan 2027
Fire evacuation procedure	1.1	7th March 2026	Jan 2027
First aid incident report form	1.2	1 <sup>st</sup> January 2026	Jan 2027

**Any questions regarding the contents of this document should be directed to Samuel Jones (Director and Head Coach)**

**[sam@jonesbadmintonacademy.co.uk](mailto:sam@jonesbadmintonacademy.co.uk)**

# Health and Safety Statement

**Version: 1.3**

**Effective from: 16th February 2026**

**Review date: Jan 2027**

## 1. Policy statement

Jones Badminton Academy (JBA) is fully committed to promoting and maintaining the health, safety and welfare of all individuals involved in our activities, including players, coaches, volunteers, parents, spectators and visitors. We aim to foster a positive health and safety culture and ensure all activities are delivered in a safe, well-managed environment.

This policy outlines our commitment to meet all relevant legal requirements under the Health and Safety at Work Act 1974 and to uphold best practice in sports coaching and safeguarding.

## 2. Aims and objectives

To achieve the highest possible standards of health and safety, JBA will, so far as is reasonably practicable:

- Comply with all relevant health and safety legislation and safeguarding guidance.
- Conduct venue specific risk assessments, ensuring that risks are identified and mitigated.
  - Individual venue risk assessments are available on the JBA website.
  - Risk assessments are also stored within the JBA session folder for coach access.
- Provide safe systems of work and session delivery through clear operating procedures.
- Ensure all equipment used is suitable, maintained and stored safely.
- Prevent accidents, near misses and incidents of ill health through proactive management.
- Provide and maintain clear emergency procedures, including first aid and evacuation protocols.
- Ensure mechanisms are in place to report hazards and rectify issues promptly.
- Ensure those involved in JBA activity are aware of their responsibilities and receive appropriate training and supervision.

## 3. Roles and responsibilities

The JBA coaching team will work collectively to identify hazards, respond to concerns and implement improvements with regards to health and safety of all participants.

Director and Head Coach, Samuel Jones is responsible for ensuring that the organisation upholds the highest standards regarding health and safety and first-aid provision.

## 4. Training and competency

JBA will:

- Ensure that all staff hold up to date qualifications relevant to their role, such as safeguarding training, coaching qualifications and DBS checks.
- Endeavour to provide at least one first-aid trained coach in all sessions, where reasonably practicable.

## 5. Reporting

JBA maintains an incident reporting system that includes:

- Logging of all injuries, accidents and near misses occurring during JBA activity.
  - Incident report log is located in the JBA session folder.
- Review of incidents to identify causes and prevent recurrence.

## 6. Control of Substances Hazardous to Health (COSHH)

JBA recognises its responsibilities under the Control of Substances Hazardous to Health Regulations (COSHH) to reduce risks associated with hazardous substances.

JBA does not own or control premises and delivers coaching sessions in hired community venues, primarily school facilities. Responsibility for COSHH assessments, monitoring, and health surveillance rests with the venue operators.

## **Substances Used by JBA**

JBA brings minimal substances to sessions, limited to items within the first aid kit such as:

- First aid wipes
- Hand sanitiser
- Basic first aid materials

These items are stored securely, used appropriately, and kept out of children's reach at all times.

## **Venue-Based Substances**

While JBA does not retain COSHH documentation from venues, coaches will remain alert to potential hazards within hired facilities.

If any substance is identified that appears unsafe, unsecured, or presents a risk:

- The area will be isolated where possible
- Children will be moved away immediately
- The venue site manager or responsible person will be contacted straight away

If required, the Director/Head Coach will seek advice from the HSE regarding appropriate next steps.

## **Incident Response**

If an incident potentially involving hazardous substances occurs:

- Immediate action will be taken to protect children and staff.
- The venue site manager will be informed.
- The Director/Head Coach will assess whether further reporting or external guidance is required.

COSHH monitoring and formal health surveillance remain the responsibility of the venue provider.

## **7. Review**

This policy will be reviewed annually or earlier if there are changes to legislation, operational practice or after a major incident.



# First Aid Statement

## Version: 1.3

Effective from: 16th February 2026

Review date: Jan 2027

### 1. Policy statement

Jones Badminton Academy (JBA) recognises the importance of providing timely and effective first aid in response to injuries or medical incidents. We are committed to ensuring appropriate first aid cover is in place at all sessions, where reasonably practicable, and that all players, coaches and visitors feel confident that help is readily available when needed.

This policy outlines our approach to first aid provision, reporting and review.

### 2. First aid provision

To ensure effective first aid provision, JBA will:

- Ensure that at least one qualified first aider is present at all sessions, camps, and events (where reasonably practicable).
- Maintain fully stocked and regularly checked first aid kits at each session (in Shuttle Stars kit bag).
- Keep accessible records of children's medical needs and emergency contact details.
- Provide emergency contact details in session folder, for coach access.
- Provide all staff with guidance on how to respond in emergency situations (see below).

### 3. Emergency response procedure

In the event of injury or illness:

- A qualified first aider will assess the situation and provide appropriate treatment.
  - If no first-aider is available, coaches will refer to the relevant venue site team for support as necessary (some venues provide first-aid trained staff on duty). Should the injury require immediate treatment, 111 or 999 service should be used.
- If necessary, emergency services will be contacted immediately by phoning 999.
- The child's parent or carer will be informed as soon as it is safe to do so.
- An incident form will be completed, signed, and stored securely.
  - Incident report log is located in the JBA session folder.
- The situation will be reviewed to determine if further action or follow-up is required.

### 4. Medical conditions and allergies

- JBA will request medical and allergy information at the point of registration.
- Coaches will be made aware of any children with conditions such as asthma, epilepsy, severe allergies, or diabetes. Medical information/emergency contact information will be kept in our session folder.
- Parents must provide any necessary medication to their child (e.g. inhalers, EpiPens) and ensure it is clearly labelled and in date.
- Emergency medications must be stored and kept accessible throughout each session by parent/player.

### 5. Training and qualifications

- JBA will work towards all lead coaches completing first-aid training.
- Current JBA first aiders:
  - Samuel Jones (Director and Head Coach)
  - Oliver Butler (Coach)
  - Emily Collinson (Coach)
  - Robin Harper (Coach)
  - Daniel Kemp (Coach)
  - Sian Kelly (Coach)
- Training records will be maintained and reviewed periodically

### 6. Record Keeping and Reporting

- All injuries and first aid incidents will be recorded using JBA's standard incident report form.

- Reports will include: date, time, nature of incident, action taken, and names of those involved.
- A copy will be stored securely and shared with the parent/carer where appropriate.
- Serious incidents will be reviewed by the Director, and procedures updated if necessary.

## **7. Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)**

Jones Badminton Academy (JBA) complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

RIDDOR requires certain serious workplace injuries, dangerous occurrences, and specified conditions to be formally reported to the Health and Safety Executive (HSE).

### **Responsibility**

The JBA Director and Head Coach is responsible for:

- Reviewing all serious incidents or injuries.
- Determining whether the incident meets RIDDOR reporting criteria.
- Submitting online reports or making telephone referrals where required.

In the Director's absence, the Lead Coach on duty will manage immediate emergency procedures. The Director/Head Coach will review the incident and reporting requirements at the earliest opportunity.

### **Incident Recording**

- All injuries and medical incidents are recorded in JBA's First Aid Log, stored within the JBA session folder.
- Records include details of the injured person, nature of injury, treatment provided, and actions taken.

These records support internal review and help determine whether RIDDOR reporting thresholds have been met.

### **Reporting Process**

Where a serious injury or dangerous occurrence takes place, the Director/Head Coach will assess whether the incident is reportable under RIDDOR and will:

- Submit an online RIDDOR report via the HSE website, or
- Contact the HSE Incident Contact Centre on 0345 300 9923

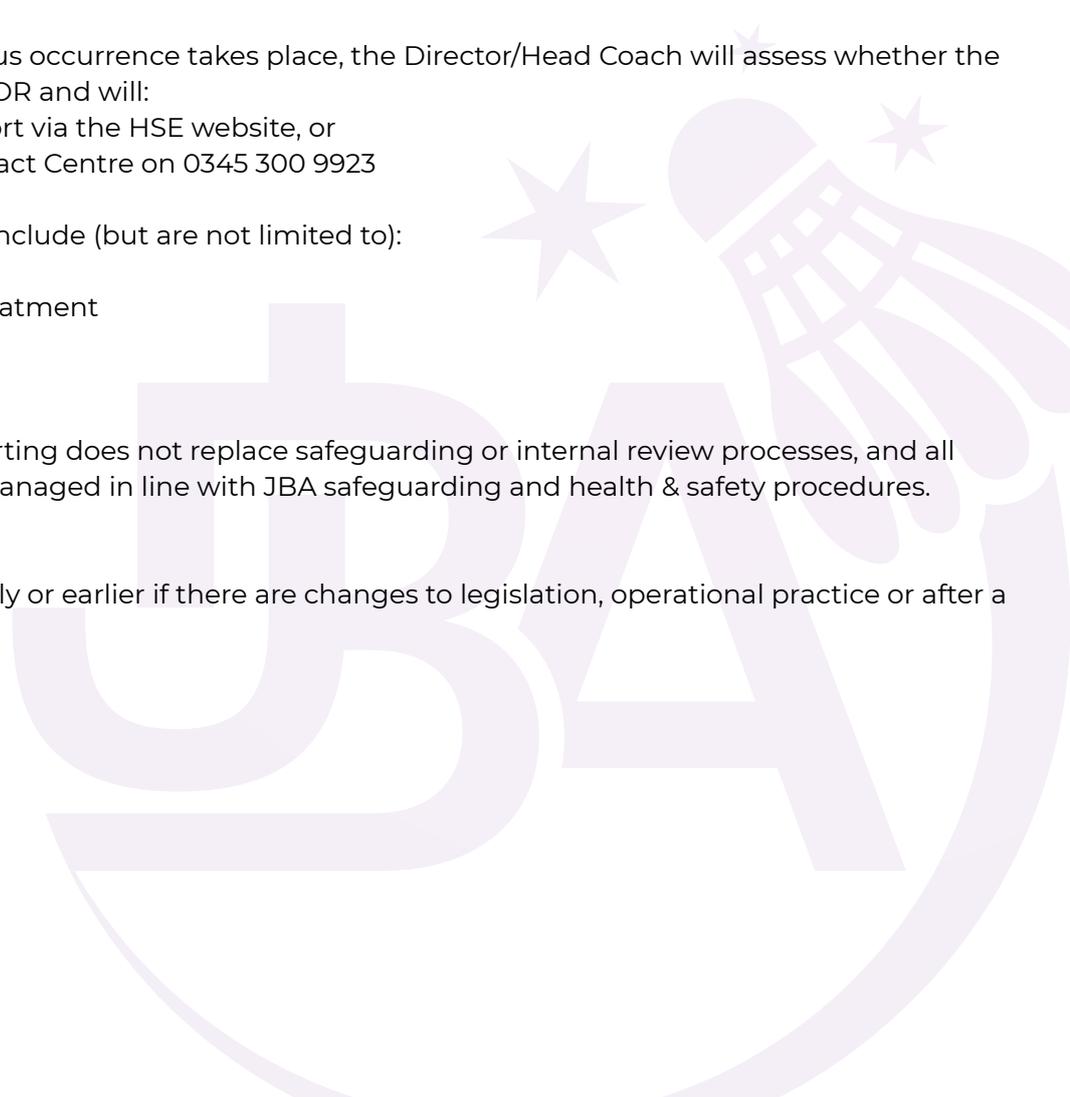
Examples of reportable incidents include (but are not limited to):

- Specified serious injuries
- Injuries resulting in hospital treatment
- Dangerous occurrences
- Certain work-related illnesses

JBA recognises that RIDDOR reporting does not replace safeguarding or internal review processes, and all significant incidents will also be managed in line with JBA safeguarding and health & safety procedures.

## **8. Review**

This policy will be reviewed annually or earlier if there are changes to legislation, operational practice or after a major incident.



# Fire Evacuation Procedure

**Version: 1.0**

**Effective from: 6th March 2026**

**Review date: Jan 2027**

## 1. Purpose

This procedure sets out how JBA will respond in the event of a fire or suspected fire during any coaching session, event, or activity. Its purpose is to ensure the safe and orderly evacuation of all children, staff, and visitors and to support effective communication with emergency services and venue staff.

This procedure forms part of JBA's wider Health & Safety framework and will be followed at all times.

## 2. General Principles

- The safety of children and staff is the priority.
- All lead coaches must familiarise themselves with venue-specific fire procedures before delivering sessions.
- Fire exits, alarm points, and assembly/muster points must be known to all coaches.
- Each venue provides its own fire safety arrangements; JBA complies with these procedures while maintaining responsibility for players in its care. Individual venue procedures are described in **point 5** below.
- Procedures and information for each venue will be stored in the JBA session folder and brought to all sessions for quick access in the event of an emergency.

Good practice within JBA includes:

- Taking a register at the start of every session
- Stating the total number of children out loud so all coaches are aware
- Adding late arrivals to this number immediately

This ensures accurate headcounts in an emergency.

## 3. In the Event of a Fire

If the fire alarm sounds or a fire is suspected:

- A member of staff will raise the alarm if not already activated.
- Children will immediately be escorted out of the building, to the fire muster point, using the nearest marked fire exit.
- Coaches will ensure children remain calm and move quickly but safely.
- No attempt will be made to collect personal belongings.
- No one must re-enter the building once evacuated.

Where safe to do so:

- The last coach leaving the area will close doors and windows to help limit the spread of fire.
- The Lead Coach on duty will contact the emergency services (999).
- The venue Fire Safety Officer or responsible site staff will manage internal building checks.

At the assembly point:

- The session register will be taken and all children and staff accounted for.
- If anyone is missing, this must be reported immediately to the emergency services and venue staff.

If the physical register cannot be accessed safely:

- The Lead Coach will use JBA's off-site emergency contact records to support communication with parents/carers once the situation is stable and safe to do so.

## 4. Coach Responsibilities

All JBA lead coaches must:

- Know where venue fire procedures are displayed or stored
- Maintain supervision of assigned children at all times during evacuation

- Follow instructions from emergency services and venue staff
- Never leave children unattended

The Lead Coach on duty is responsible for:

- Coordinating evacuation
- Liaising with emergency services and venue representatives
- Confirming headcounts
- Managing communication once safety is established

### 5. Venue-Specific Fire Evacuation Procedures

Each venue provides its own fire safety arrangements, including evacuation routes, muster points, and on-site contacts.

The following subsections detail the relevant procedures for each current JBA venue. Information is accurate as at the date of this policy update.

#### Watling Academy

In the event of a fire or emergency, all users must follow established safety protocols.

- Emergency Exits: Clearly marked exits must remain unobstructed at all times.
- Fire Drills & Evacuations: Hirers should familiarise themselves with designated escape routes as outlined on Emergency Evacuation Routes.
- Assembly Point: Located at MUGA Pitch; all attendees must exit the building and assemble at this point, it is the hires responsibility to account for all persons attending their booking and to liaise with the Lettings staff should the roll call be incorrect.

Additional Safety Precautions

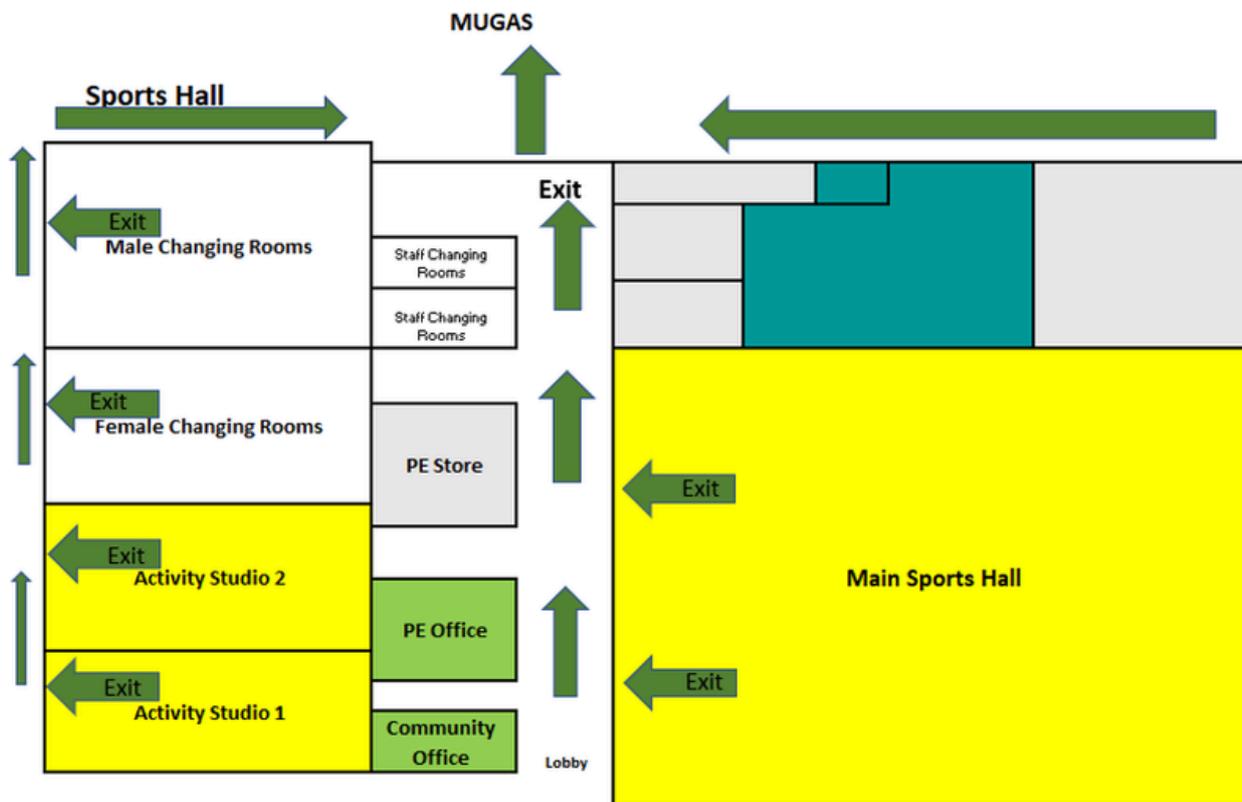
- Smoke & Fire Alarms: Regularly maintained and monitored. The weekly test of the fire alarm is scheduled for 5:00pm on a Friday afternoon.
- Emergency Lighting: Installed in all key areas for safety during low visibility situations.



### Emergency Evacuation Route Evening and Weekend Hirers



- Meeting Point
- Direction of travel



## Shenley Brook End School

### EMERGENCY PROCEDURES FOR HIRERS

- A copy of these procedures should be held by the responsible person on site during the hire period.
- It is the responsibility of the Hirer to ensure that all their representatives are fully aware of the contents of this document.
- The instructions are to be used Monday to Friday 16.30 – 22.00 and Saturdays and Sundays 08.30-17.30 only.

If you become aware of a fire your first responsibility is to raise the alarm by operating a fire alarm call point. This will automatically place an emergency call to the Fire Brigade. Emergency call points are located by fire exits and stairwells.

You must ensure that the alarm signal can be heard. Where possible and if is safe to do so, inform a member of the lettings team of the location of the fire so that a second call can go to the Fire Brigade.

### **DO NOT ATTEMPT TO EXTINGUISH THE FIRE.**

The Hirer or their representative should issue instructions to evacuate the building by the nearest exit in a quiet orderly fashion. As you exit the building you must ensure that all fire doors are closed behind you and if the room has a gas or electrical stop switch, please ensure that it is activated.

Lifts must not be used in the event of a fire. Hirers dependent on wheelchairs for mobility who are on the first floor at the time of a fire alarm MUST take the safest route to a "Wheelchair Fire Refuge Area" indicated on the Evacuation Map and await assistance. The Refuge areas have been assessed by the Fire Officer and will provide a minimum of 60 minutes of fire protection.

There are evacuation chairs at key locations in the school shown on the Evacuation Map. These evacuation chairs are for mobility impaired persons and must only be used by trained personnel. Mobility impaired persons must wait in a designated refuge area for assistance.

The fire assembly points are the high-level car park by the Theatre and the car park nearest the Astroturf indicated on your Evacuation Map.

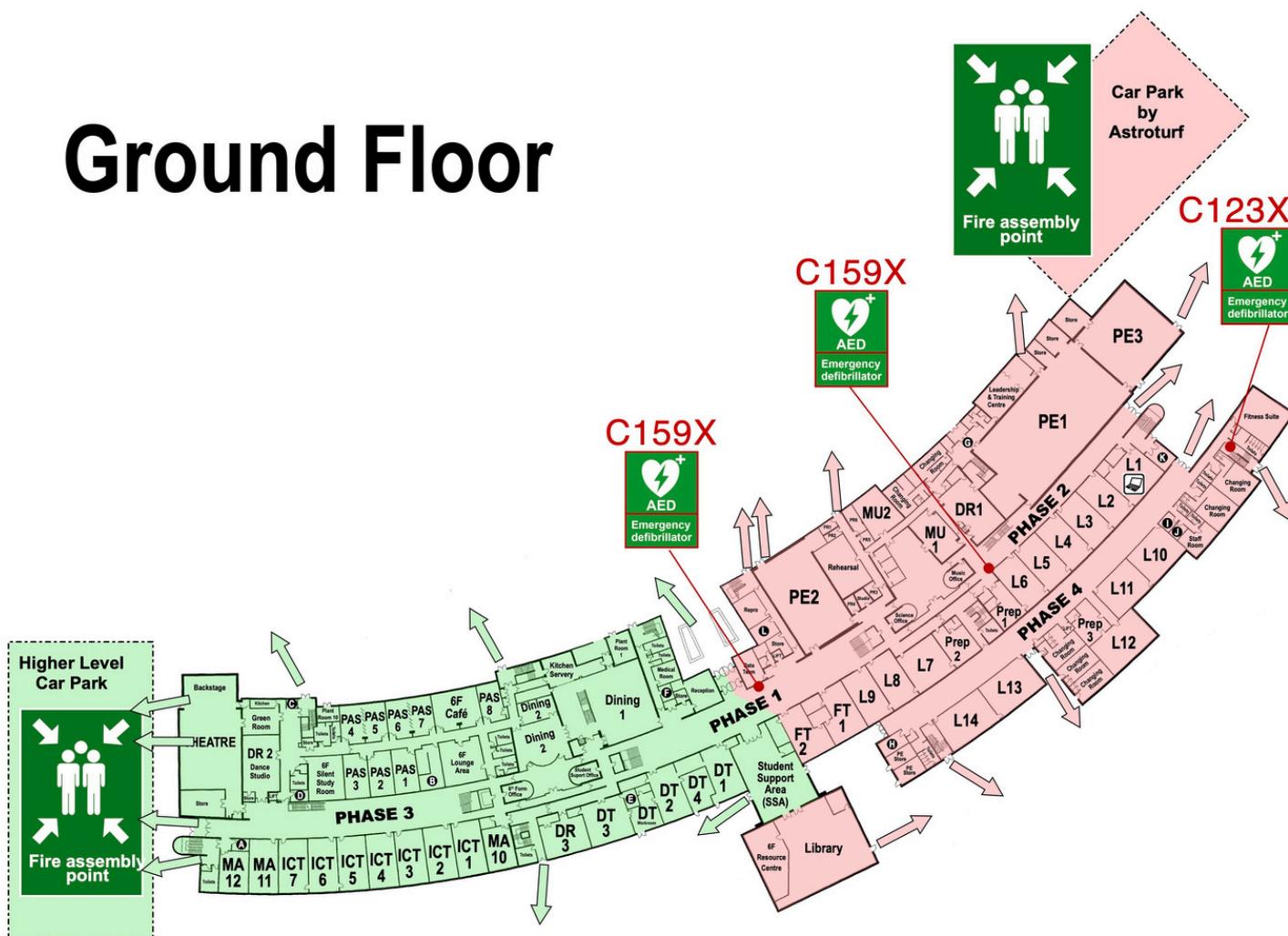
Please ensure that your register of attendance is taken to the relevant fire assembly point. A full register must

be taken to account for all persons. If any persons are missing or waiting for trained persons to assist them with an Evac Chair these must be reported to the school staff at the Fire Panel which is situated in the main reception.

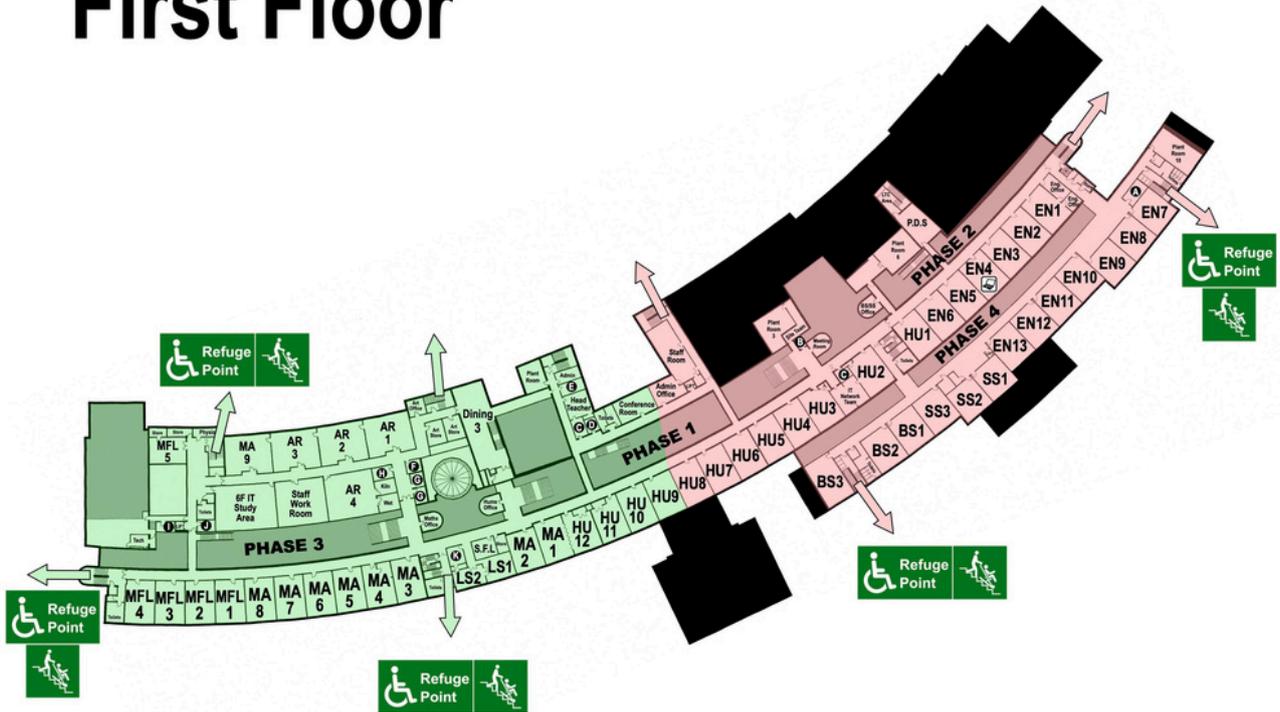
**DO NOT RE-ENTER THE PREMISES UNTIL THE FIRE BRIGADE OR THE SCHOOL STAFF INSTRUCT YOU TO DO SO, EVEN IF THE ALARM IS NO LONGER SOUNDING.**

Garry Patterson-Hayes  
Site Manager

# Ground Floor



# First Floor



## Lord Grey Academy

In the event of a fire or first aid emergency, immediately take action to prevent harm to all persons on site. Use the emergency evacuation routes to remove players, parents and staff from danger, proceeding to the marked fire assembly points.

Access to the nearest AED is in the sports pavillion by the playing fields. The access code is: **C159X**

Contact the out of hours emergency number: **07971 495769**

IN CASE OF A

FIRST AID



**EMERGENCY**



## OUT OF HOURS CONTACT

FIRST AID



IN A  
FIRST AID,  
EMERGENCY,

THE OUT OF HOURS CONTACT NUMBER IS:

**07971 495769**



The defibrillators can be found in the Sports Hall Balcony, DT 4-6, Student Services corridor and outside the Pavilion.



# FIRE ACTION AND EVACUATION ROUTES

In the event of a fire, the school bell will ring continuously. Staff are to accompany students to the designated assembly points, as described in the following Fire Action Notice and the Fire Evacuation Routes and Assembly Points map.



## Fire Action Notice

### IF YOU DISCOVER A FIRE

- Immediately operate the nearest fire alarm call point.

### IF YOU HEAR THE FIRE ALARM

- Leave the building by the nearest available exit.
- Do not stop to collect personal belongings.
- Close doors behind you.
- Please escort your class in a calm and orderly manner to the designated Fire Assembly points on the Basketball/Netball Courts.
- Support staff and visitors **MUST** report to the Assembly Point on the Basketball/Netball Courts for registration with the Fire Wardens.



- Do not take risks.
- Do not return to the building for any reason until authorised to do so.

## National Badminton Centre

### 1.1 Fire:

The National Badminton Centre is fitted with an automatic detection system.

The fire control panels are situated in the following areas:

- Bottom of stairs by Health Club Reception
- Badminton England side entrance corridor

#### 1.1.1 Discovering a fire

In the event of a fire being discovered, staff must:

- Sound the alarm by activating a break glass call point located by each fire exit around the Centre.
- Follow the details set out in 3.2.3

#### 1.1.2 Fire Panel activation

- The Receptionist is to immediately make their way to the main panel, politely ceasing any customer interaction
- Relay the relevant information to the Duty Manager via radio.
- On receipt of notification from the Receptionist, the Duty Manager should either:
  - o Take the safest route to check nearest fire alarm panel for further details if required.
  - o Proceed with caution, and if it is safe to do so investigate the location identified to establish the nature of the activation.

### 1.2 Evacuation

#### 1.2.1 Evacuation Zones

The Centre has been zoned into 25 Evacuation Zones to ensure efficient evacuation.

Zone cards are as follows:

- Zone 1: Service Lift – Catering Area
- Zone 2: Catering Area – Kitchen/Store/Office
- Zone 3: Garage (Development Store) Outside NBC Reception
- Zone 4: NBC Reception / Offices / Thrive Gym
- Zone 5: NBC Lobby / Stairwell
- Zone 6: Passenger Lift
- Zone 7: Changing Rooms / Maintenance Office / Cleaning Cupboard
- Zone 8: Beer Cellar and Museum Store
- Zone 9: Old Bar Service Lift Cupboard
- Zone 10: Heritage Lounge Stairwell
- Zone 11: Perform Gym and Badminton Corridor
- Zone 12: BE Ground Floor Offices / Ladies Toilets / Kitchen
- Zone 13: Courtside Lounge
- Zone 14: Inspire Studio
- Zone 15: Heritage Lounge
- Zone 16: All England Room
- Zone 17: BE First Floor Competitions Office / Men's Toilets
- Zone 18: Badminton Courts / Cage Area / Plant Room / Events Storage
- Zone 19: Physio / Doctor's Room
- Zone 20: TTE Office / Conference Room / Toilets / Kitchen
- Zone 21: Squad Gym / Offices
- Zone 22: Hydrotherapy Suite / Plant Room
- Zone 23: Parks Therapy Area
- Zone 24: BE Finance / HR Offices
- Zone 25: BE Attic Offices

#### 1.2.2 People with Additional Needs

To support those with additional needs in the event of an evacuation, a Personal Emergency Evacuation Plan (PEEP) or Group Emergency Evacuation Plan (GEEP) must be completed for those using the centre regularly. In ad-hoc circumstances, it is the responsibility of the person hosting the visitor to inform NBC management of this and ensure their visit is recorded on the GEEP/PEEP Board located at reception.

If arrival is unexpected, Reception should be aware and log their presence on the GEEP/PEEP Board to ensure

that person(s) are accommodated in the event of an activation.

Any person with additional needs who is present in the building will be logged on the GEEP/PEEP Board behind the main reception so that they can be accounted for in the event of an evacuation.

In the event of a fire, the passenger lift must not be used.

Customers with mobility needs on the upper floors must be directed to the closest refuge point. Where they will be assisted to access the Evac Chair by the Duty Manager or other trained person and safely transported down the stairs and to the assembly point. Receptionist and Duty Manager will be aware of any disabled persons in the building by referring to the GEEP/PEEP board at reception. Refuge point A is the reception staircase. Refuge point B is the far stairwell located past the Table Tennis England Offices.

### 1.2.3 Evacuation roles

The following assumes that the minimum staffing numbers of a Duty Manager and Receptionist are present. Where additional staff are present, the Duty Manager will give instruction and lead on the evacuation.

It should be acknowledged that at certain times throughout the opening hours some areas will not be in use or may only have single persons conducting isolated work. It is therefore the responsibility of those working alone in a zone to ensure that they understand the procedures whilst also communicate their presence to the Receptionist or the Duty Manager for awareness in the event of emergency situations.

#### Duty Manager

The Duty Manager has overall responsibility for coordinating the evacuation.

- Proceed with caution (and if it is safe to do so) to investigate the location identified to establish the nature of the activation.
- Prioritise the surrounding zones that have person within them and conduct a sweep to ensure clear.
- Collect all zone cards from areas that have been cleared as you evacuate the building.
- Remain in contact with the Receptionist for updates on the situation.
- Receive an update from the Receptionist confirming if there are any GEEP/PEEP actions.
- Evacuate and proceed to the most suitable Assembly Point:
  - o Check that all known staff, customers, visitors and contractors are present.
  - o If someone is suspected to still be in the Centre DO NOT attempt to re-enter the Centre but give full details of their suspected whereabouts to the fire brigade.
  - o Issue further instructions if required. (Consider if Assembly Point is a safe location)
  - o Check that all staff and customers are calm and aware of the situation.
  - o Acknowledge any updates from staff or customers as to potential causes and what they have witnessed.
  - o Record all relevant necessary information and actions.
  - o Monitor entrance to ensure that nobody re-enters or unknowingly arrives and enters.
- Upon the arrival of the Fire Brigade, report the following:
  - o Confirm status of zones referring to collected zone cards or closed areas.
  - o Reports of any known persons not at the Assembly Point.
- Implement Serious Incident Management Procedure.

#### Receptionist

- Inform the Duty Manager of the relevant details listed on the panel.
- Note any known persons with Additional Needs within the centre – Confirm this with the Duty Manager.
  - Clear anyone from Reception and evacuate them through the nearest safe fire exit to the most suitable Assembly Point
  - Leave the Centre taking the Serious Incident Management Pack to the Assembly Point
- Notify the Duty Manager via radio of your location and remain in contact with updates from the situation at the Assembly Point
- Monitor entrance to ensure that nobody re-enters or unknowingly arrives and enters.
- Contact 999 to confirm the fire brigade are on their way.
- Begin completing the Fire Alarm activation check sheet. (appendix 1)
- Wherever possible, make note of any persons who decide to leave the premises, wait within vehicles, or

return to their room in the Lodge.

#### Catering Staff

- If safe to do so, switch off any electrical / gas appliances.
- Clear Shuttle Café and Bar and collect the Evacuation Zone Card for this area.
- Evacuate the Centre via the nearest safe fire exit to an Assembly Point.
- Report to Receptionist or the Duty Manager, supporting where required.

#### Badminton England office based staff

- Proceed to an Assembly Point via the nearest safe Fire Exit, collecting Evacuation Zone Card for this area

#### Class Instructors

- Inform participants NOT to return to the changing rooms and leave via the nearest safe fire exit.
- Collect the Evacuation Zone Card for the area
- Evacuate through the nearest safe fire exit to an Assembly Point
- Report to Receptionist or the Duty Manager. (note any participants who have not evacuated the building)

#### Coaches

- Inform players and colleagues to leave via the nearest safe fire exit.
- Collect the Evacuation Zone Card for the area
- Evacuate through the nearest safe fire exit to an Assembly Point
- Report to Receptionist or the Duty Manager. (note any participants who have not evacuated the building)

#### Shared Premises / Hirers

- Clear working area(s)
- Collect the zone card from the room(s) when cleared.
- Evacuate via the nearest safe fire exit to an assembly point.
- Report to the Receptionist or the Duty Manager

#### Events

- Where increased numbers of people are within the building, the Duty Manager must understand the areas in use then undertake regular patrols and monitoring of CCTV cameras to ensure they maintain awareness of locations within the building that are populated. It is assumed that these will generally be contained in large groups on the first floor. In these circumstances, the Duty Manager will ensure that they prioritise this area and utilise other staff members to ensure the space is cleared through the most appropriate emergency exit in the situation.
- If the hall is in use, a representative from the organisers will be briefed on the procedures for evacuating the area.
- Refer to appendix 2

#### 1.3 Controlled or Partial Evacuation:

This section deals with evacuations where speed is not the major factor, or it is not necessary to evacuate the whole Centre and there is no threat to life.

Whilst the fire alarm will not be activated, the evacuation procedure remains the same, however notification is undertaken by the Duty Manager attending who will evacuate the area affected.

A safe area of the Centre may be designated.

Discretion can be given if members of the public or staff wish to return and collect belongings if it is safe to do so. It should be stressed that this should be timely and not extensive.

#### 1.4 Re-admission following Emergency Evacuation

No person may be re-admitted to the Centre until the Duty Manager has been advised by the Fire Service and / or Police that it is safe to do so.

On receiving confirmation from the relevant authority, the Duty Manager will inform staff to begin the re-admission procedure by informing members of the public that they may re-enter the Centre to either resume their activity or collect their clothing / belongings and leave as appropriate.

return to their room in the Lodge.

#### Catering Staff

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- Clear Shuttle Café and Bar and collect the Evacuation Zone Card for this area.
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### 1.5 Where Re-admission is not possible following Emergency Evacuation

Once it has been established that re-admission to the Centre will not be possible the Duty Manager will liaise with the emergency services and follow their instructions at all times.

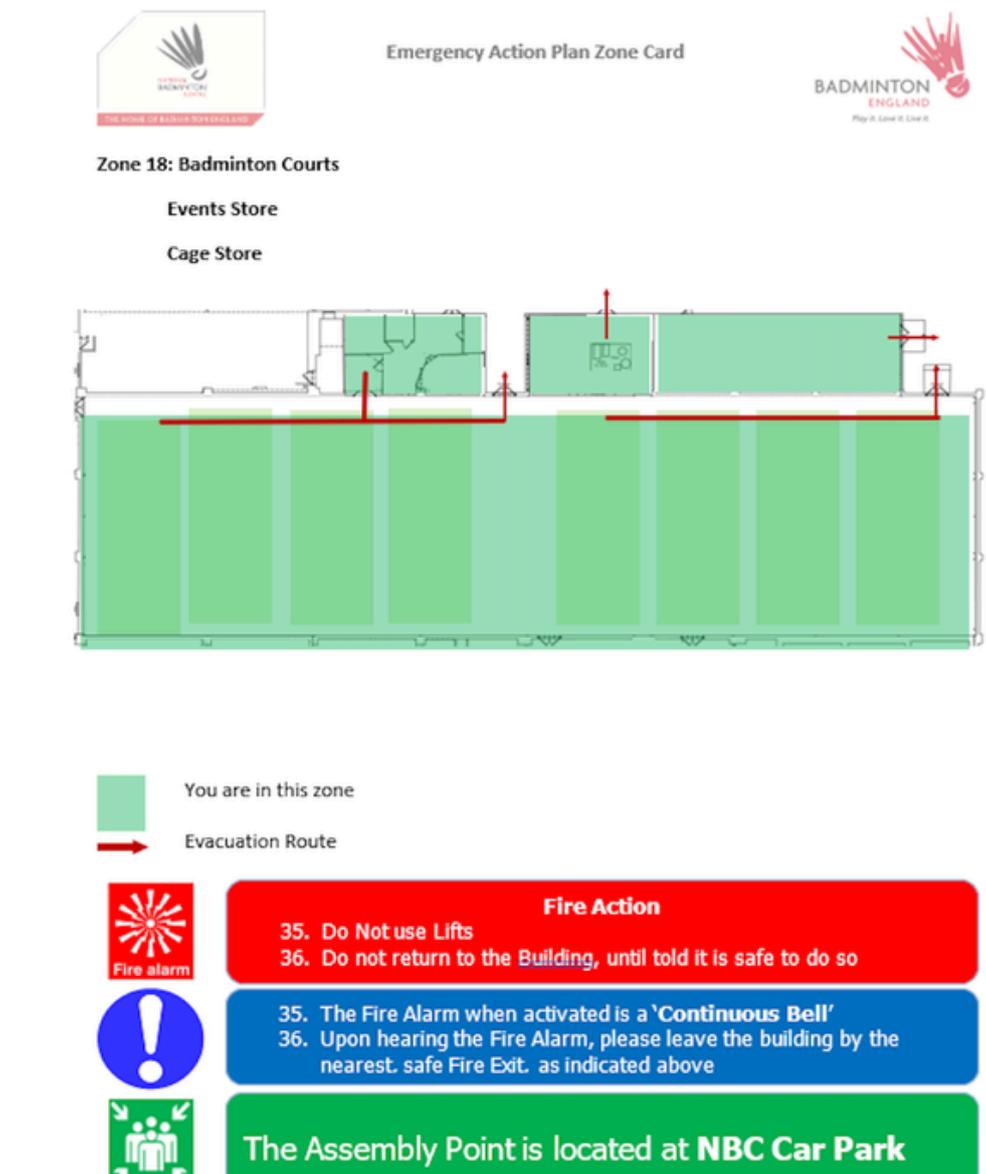
All possible assistance given to enable people to leave the site and return safely home, this will include:

- Arranging suitable transport and supervision of unaccompanied children
- No child under 14 years of age should be allowed to leave the site unless you are entirely confident of their safety.
- Consideration should be given to any person lacking adequate clothing.
- Consideration should be given to any disabled person.

Members of the public who have lost clothing or personal belongings should be given the telephone number and asked to phone in to check on arrangements for claiming back their belongings.

In some cases, neither re-admission nor departure from the Centre will be possible. Therefore, potential shelter needs to be considered.

It is the responsibility of the Duty Manager to liaise with the client to sort this matter.



## 6. Review

This procedure will be reviewed annually or sooner if venues change, guidance is updated, or operational practice evolves.

## First aid incident report form

**Version: 1.2**

**Effective from: 1st January 2026**

**Review date: Jan 2027**

Date of incident	Time of incident	Location
Injured Person Details		
Full name	Age	Gender
Parent/guardian name	Emergency contact number	
Description of incident		
What happened? (factual and objective)		
What activity was being completed?		

Who witnessed the incident?

### Injury details

Nature of injury, body part affected and visible symptoms

### Action taken

First aid administered (what, by whom, other steps taken)

Were the emergency services called?

Was child taken to hospital or sent home?

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### Reported by

Name

Role

Date and signature

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**For office use**

Reviewed by (director and/or CWO)

Date

Signature

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Follow up notes and/or actions

Could action be taken to prevent recurrence?

