**COLWALL VILLAGE GARDEN AND LUGGS MILL EMERGENCY ACTION PLAN**

This plan is designed to assist Colwall Orchard Group and/or Colwall Allotment Association in responding effectively to health and safety incidents and other emergencies that might occur at Colwall Village Garden or Luggs Mill. The extent of action under this emergency plan needs to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.

For any incident that arises, one key person will be identified to co-ordinate the response (see below). However, all COG Trustees, CAA Committee Members and responsible volunteers should understand what they should do in an emergency eg the location of exits, emergency equipment, how to raise the alarm and from whom they should receive instructions.

**Identify one key person to take control of the situation**

* For specified events, one key person should be identified as the emergency co-ordinator (this can be managed on a rota, as long as everyone is clear about the who is in charge at any one time).
* For incidents unrelated to events, any COG Trustee or CA Committee member on the scene should assume this role.
* If no COG Trustee or CAA Committee member is present at the incident, any responsible volunteer should assume this role until one arrives.

This person is responsible for:

* Assessing the situation to identify the response required
* Delegating key roles to responsible persons (Action cards and relevant kit are stored in a battle bag)
* Providing a central point of contact for all Trustees, volunteers, and emergency service personnel involved in the incident.

**Assessing the situation**

* Identify the issue and action required.
* Delegate:
	+ a communications officer to summon and assist emergency services
	+ first aiders to provide first aid assistance to people directly affected by the incident
	+ hazard controllers, if needed, to attend the scene of the incident, get people away from immediate danger, protect the casualty and first aiders from interference and guide the emergency services to the site
	+ evacuation controllers, if needed, to provide a central clearance service for members of the public
	+ traffic controllers, if needed, to direct vehicles off site/away from the emergency

Role cards and relevant kit for the people performing these roles are stored in a Battle Box, which will be at the main information point for organised events or in the Apple Packing Shed.

**The key objectives during the event are:**

* attend to any casualties through first aid and with support from the emergency services (informing the next of kin of any casualties as required)
* prevent the hazard escalating to impact on additional people by evacuating the immediate environs of the hazard and/or the site
* ensuring the orderly departure of those unaffected by the hazard

**After the event**

* ensure all COG Trustees/CAA Committee members and other volunteers involved in the incident submit a written report of their actions and general observations within 24hours of the incident
* Liaise with COG Board of Trustees and others as required regarding further reporting of the incident eg with the Local Authority or RIDDOR.
* Consider other actions, inc external communications, required post event

**KEY RISKS IDENTIFIED**

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| **Risk** | **People likely to be affected** | **Action** |
| Fire in one of the buildings | Volunteers and members working in the buildingPublic attending an event in the buildingPublic in the vicinity of the building | Follow the Fire Action PlanEvacuate the building (need emergency assembly point and procedure to check that the building is empty)Cordon off the building to prevent incidental harm to volunteers and public |
| Fire in the ‘car park’ area | Volunteers and public in the vicinity of the fire. | Assess situation and evacuate car park if required. Cordon off car park |
| Fire elsewhere on site | Volunteers and public in vicinity of the fire. | Assess the situation and evacuate the orchard or allotments if required. Liaise with COG Trustees/CAA Committee members (and Emergency services if required) re further action |
| Falling trees (eg during felling or in storm conditions) | Volunteers working on site. Public adjacent. | Mobilise first aid to persons affected.Call emergency servicesEvacuate the site if required |
| Persons taken ill on site eg heart attack, stroke or anaphylactic shock or subject to life threatening injury. | Volunteers or visiting publicNo incidental risk likely? | Mobilise first aid to person (NB: the nearest defibrillator is outside Colwall Park Hotel)Call emergency services (4WD unit required once off tarmacked surfaces)Meet emergency services personnel at site entrance and direct them to casualty  |
| Drowning (in the pond, water butts or stream) | Volunteers or visiting public (especially children) | Retrieve person from water and institute first aid. Call emergency services. |
| Car crash on site/adjacent to site | Occupants of car. People (volunteers and public) trying to get in and out of our site or along Old Church Road | Switch off car engine. Assist casualty/ties from vehicle if safe to do so. Administer first aid. Liaise with emergency services. Evacuate and cordon off affected area.Arrange alternative access and egress |
| Plane or helicopter crash | Occupants of aircraft People in vicinity of crash | Assist casualty/ties from aircraft if safe to do so. Administer first aid. Liaise with emergency services. Evacuate and cordon off affected area.Arrange alternative access and egress |
| Antisocial behaviours eg people under the influence of drugs and alcohol. | People affected by behaviour. Volunteers and public on site. | Assess severity of situation and provide assistance, if safe to do so. Call police and emergency services for support. |