**Ferring Retirement Club**

**Accidents and Emergencies**

**Duties of the Responsible Person**

**Please note that this applies to all activities that take place in the Club Room**

**Every group that meets in the Club Room must have a ‘Responsible Person’ whose duty it is to coordinate procedures, should an emergency arise. They should follow the principles set out in Ferring Retirement Club’s Health & Safety Policy and Fire Safety Policy. When one of the Club’s Sections is meeting, the Responsible Person will normally be the Section Leader.**

**If an accident or incident occurs, the Responsible Person must record this in the Accident Book, kept in a red plastic box file in the ‘office’ cupboard. Any person may administer basic first aid and ask the casualty whether they would like an ambulance to be called. If the casualty declines this offer, this will also be recorded along with all actions taken.**

**In the event of a serious accident, the casualty should not be moved or transported to hospital, except by a medical professional. An ambulance should be called and the casualty’s next of kin should be notified.**

**There is an Automated External Defibrillator (AED) in the porch outside the Club’s front door; other AEDs are located at The Barn Surgery, where healthcare professionals will assist, or on the outer wall of both St Andrew’s Church Centre and Ferring Village Hall. The appliances are clearly signposted and available for anyone to use as needed. No training is necessary as the AED is semiautomatic; the machine gives clear instructions and advises when to shock or not shock the casualty. If cardiac arrhythmia is suspected, anyone present should call 999, ask for AMBULANCE and give the address: Ferring Retirement Club, Greystoke Road, Ferring BN12 5JL. While on the call, they will be given the code to open the AED and told how to use it. Meanwhile, cardiopulmonary resuscitation (CPR) should be started.**

**In the event of a fire, the Responsible Person should:**

* **instruct any person with access to a phone to call 999, ask for FIRE and give the address as Ferring Retirement Club, Greystoke Road, Ferring BN12 5JL.**
* **instruct everyone to leave the building by the nearest exit and go to the Glebelands car park. (There are three fire exits and all are signposted).**
* **check toilets, and close windows and doors without delaying their own escape**
* **take the session register to the muster point\* together with the list of helpers from the door of the kitchen cupboard, if relevant**

**\*The muster point is the Glebelands Car Park. At the muster point, the Responsible Person will check the session’s register for that day and report any missing persons immediately to West Sussex Fire & Rescue Service.**

***UNDER NO CIRCUMSTANCE SHOULD ANYONE RE-ENTER A BURNING BUILDING***

**PLEASE NOTE: IF ANY GROUP OTHER THAN FERRING RETIREMENT CLUB IS USING THE CLUB ROOM, A RESPONSIBLE PERSON MUST BE APPOINTED AND THEY MUST BE NOTIFIED OF AND REQUIRED TO FOLLOW THE PROCEDURES SET OUT ABOVE.**

**January 2025**