

EMERGENCY PROCEDURES

Emergency	Procedure
Accident	<ul style="list-style-type: none"> • Inform the teacher of the accident • Remain calm • Assess the accident for severity • If it's a small cut or laceration, either: <ul style="list-style-type: none"> - Go to the student center for first aid treatment - Use the first aid kit in the workshop • If it's a severe accident, call 111 immediately • Complete an accident/incident form as soon as possible
Fire	<ul style="list-style-type: none"> • Assess the size of the fire • If possible, extinguish the fire with a fire extinguisher or a fire blanket • If it is not possible to extinguish the fire, press the fire alarm and proceed to the evacuation point that is on the rugby field • Do not walk through a building once the fire alarm has been triggered • Do not stampede or panic • Leave personal belongings once the fire alarm has been triggered
Chemical Spill	<ul style="list-style-type: none"> • Quarden off the area where the spill occurred • Do not clean up a chemical spill with your bare hands, use gloves • Wear a respiratory mask if fumes are present • Dispose of any rags and gloves in a separate rubbish bag • Do not mix any refuse with general waste • Wash your hands after cleanup
Live Electricity	<ul style="list-style-type: none"> • Do not grab onto someone being electrocuted • Turn off the main power if an accident occurs involving electricity • Call 111 if the person who was shocked is unconscious and not responding. • Remove the offending power tool/power cord from circulation immediately. • Complete an accident/incident form as soon as possible.