

# Westbury-sub-Mendip Community Emergency Plan

Plan last updated on: 29/01/2018

**Aim** - To allow the community to support itself in an emergency; specifically by providing shelter and/or other support during any emergency that affects the community when the normal response by the emergency services is delayed or overwhelmed due to the scope or nature of an incident.

## Plan distribution list

<b>Name</b>	<b>Role</b>	<b>Phone number/email address</b>	<b>Issued on</b>
Geoffrey Mackett?	Local Authority Emergency Planning Officer	<b>01823 356792</b>	
Parish Council members		See below	
Linda Vincent?	PCSO		

## Plan amendment list

<b>Date of amendment</b>	<b>Date for next revision</b>	<b>Details of changes made</b>	<b>Changed by</b>
01/12/16	01/12/17	Community Emergency Plan Published	Emergency planning committee
29/01/2019	29/01/2020	Updates of contacts Instructions for coordinators	Emergency planning committee

**Risk Assessment** How great is the risk and what can be done to mitigate against that risk? The score (Risk) is reached by likelihood times severity

**Likelihood**

- 5 Almost Certain
- 4 Probable
- 3 Possible
- 2 Unlikely
- 1 Rare

**Severity**

- 5 Very Severe (Fatality)
- 4 Severe (Major Injury)
- 3 Moderate (Minor Injury requiring attention)
- 2 Minor
- 1 Insignificant

Risk
Low
Medium
High

SEVERITY						
L I K E L I H O O D	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

**Local risk assessment**

RISK	Impact on Community	Likely	Severity	Mitigation
Storms and Gales	Risk of fallen trees	3	3	Chain saws / tractors
Low temp/ heavy snow	Mobility difficulties	2	3	Road / Path clearing Grit
Prolonged loss of electric supply		3	3	Food preparation/ warmth
Water/ Sewage problems		2	2	Bore Holes
Major Traffic Accident	Temporary accommodation	2	4	Village Hall/ Church/ Pub/ Homes

## Parish Councillors

Name	Address	Home No.	Email address	Mobile
Sue Isherwood	2, Glencott, The Hollow	01749870457	leadership@cloa.org.uk	
Ros Wyke	Gransden, Top Rd	01749870347	roswyke@yahoo.co.uk	
Peter Bright	Orchard House, Lynch Lane	01749870640	peterbright60@btinternet.com	
Jo Tucker	Poplar Farm, Lynch Lane	01749870120	jo.poplar@gmail.com	07756915892
Sue Reece	Medlar House, The Square	01749870618	suereece1@btinternet.com	07767621238
Marie Scriven	2, Stoneleigh BA5 1HG	07895289970	marie.rosalind.scriven@gmail.com	
Matthew Cheney			parishclerk@westbury-sub-mendip.org.uk	

## Community Emergency Management Team

	Name	Address	Home No. 01749-	email	Mobile
<b>Chair</b>	Sue Reece	Medlar House, The Square	870618	suereece1@btinternet.com	07767621238
Vice Chair	Mick Fletcher	Old Ditch Farm, Old Ditch	870531	mick@mickfletcher.org.uk	
3 <sup>rd</sup> Member	Clive Dennis	Hollybrook Farm Hollybrook	870297	liz.hollybrook@gmail.com	
4 <sup>th</sup> Member	Ros Wyke	Gransden, Top Rd	870347	roswyke@yahoo.co.uk	
Village Agent ?	CCS	CCS Victoria House Victoria St' Taunton TA1 3JZ		<a href="http://www.somersetccc.org.uk">www.somersetccc.org.uk</a>	
PCSO ?	Linda Vincent	PCSO 8754 Wells Rural Beat Team	101	<a href="mailto:linda.vincent@avonandsomerset.police.uk">linda.vincent@avonandsomerset.police.uk</a>	

### Community Resilience Officer

Name	Area	Telephone	Mobile	email
<b>Geoffrey Mackett?</b>	<b>County</b>	<b>01823 356792</b>	<b>07920 138192</b>	<a href="mailto:gmackett@somerset.gov.uk">gmackett@somerset.gov.uk</a>

## Key locations identified with emergency services for use as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
Village Hall	Hannah's Lane	Rest Centre/safe place Capacity Approx 80 Mains water, gas, electricity. Kitchen Toilets Statutory fire prevention systems Simple first aid box No Telephone Mobile signal with O2 WiFi	Tony Shepherd 870871 Peter Bright 870640 Risk assessment attached
St Laurence's Church	Wells Road	Rest Centre/safe place Open in daylight hours Capacity100+ Spring water Electric heating Lighting, Kitchen Water boiler External toilet Mobile phone	Linda Mogford 870817 lindamogford@uwclub.net Rev Paula Hollingsworth 870293 07909630977 pmhollingsworth@btinternet.com Risk assessment attached

Building	Location	Potential use in an emergency	Contact details of key holder
Westbury Inn	Stoke Road	Rest Centre/safe place Capacity Approx 100 Mains water, gas, electricity. Full catering kitchen facilities Toilets Statutory fire prevention systems Telephone Limited Parking	Andy Jones 870402
Stoneleigh Meeting room	Stoneleigh	Rest Centre/safe place Capacity Approx Mains water, gas, electricity. Coffee/tea facilities Toilets Statutory fire prevention systems Limited Parking	Tara Watch? <a href="mailto:tara.watch@asterliving.co.uk">tara.watch@asterliving.co.uk</a>

School	School Hill	Rest Centre/safe place	Mrs R Thorner 870437 Head
Only available out of school hours		Capacity	Mrs K Joliffe Secretary
		Approx 25 / classroom	<b>Risk assessment attached</b>
		Mains water, gas, electricity.	
		Kitchen	
		Toilets	
		Statutory fire prevention systems	
		First aid	
		Telephone& internet	

**Defibrillator** Located on the wall outside the school, bottom of School Hill, by the cross.  
Instructions in box.

The Public defibrillator is intended to be usable by anyone, as it talks the user through the process, and can't shock a person who has a pulse.



## Local skills and resources assessment

Skill/Resource	Who?	Contact details	Location	Further details
First Responders	Steve Watkins	870866	Rosemount, Stoke Road	
<b>Nurse?</b>				
Paramedic	Paul Wylie	01749 871086 07941 904605	Wintersweet Cottage Old Ditch,BA51HN	<a href="mailto:paulisabout@yahoo.com">paulisabout@yahoo.com</a> Registered Paramedic HPCP number: PA21280
1st Aider	Andrew Buchanan	870404 07973298014	Free Hill House, Free Hill	First aid certificate valid to December 2020 <a href="mailto:andrew.buchanan@uwclub.net">andrew.buchanan@uwclub.net</a>
Water/food supplies	Village Shop	870296	Stoke Road	
Food	Meal4you	870400	Unit1,Lodge Hill Industrial Estate Station Road	Meals delivered <a href="mailto:ordersmeals4you@gmail.com">ordersmeals4you@gmail.com</a>
Tractors Chainsaws Useful Machinery	Clive Dennis Rob Tucker Malcolm Harding Graham Stott Mick Fletcher Andrew Buchanan	870297 870120 870267 870926 07870886562 870531 870404	Hollybrook Farm Poplar Farm, Lynch Lane Seamoor House Sunnyside, Crow Lane Old Ditch Farm Free Hill House, Free Hill	0775615892   stottr@outlook.com   <a href="mailto:andrew.buchanan@uwclub.net">andrew.buchanan@uwclub.net</a>
Bore Hole water	Clive Dennis	870297	Hollybrook	

Grit/salt	Mick Fletcher	870531	Old Ditch Farm, Old Ditch	Mick will have details of storage locations
Vet	Becky Stott	870926 07776 133186	Sunnyside, Crow Lane	stottr@outlook.com
Vicar	Rev Paula Hollingsworth	870293 0790 963 0977	The Vicarage, Crow Lane	pmhollingsworth @btinternet.com
Mechanic	DJ Simpson	870688	Duck Lane, BA5 1EZ	djsimpsoneng@hotmail.c o.uk
Generators	Clive Dennis	870297	Holly Brook Farm	
	Mike Love	870050	Denver House, Old Ditch	
Pumps	Rob Tucker	870120	Poplar Farm, Lynch Lane	
Hi Viz jackets	Peter Bright	870640	Orchard House, Lynch Lane	In playing field containers
Electricians	Simon Dennis	870274	Hollybrook Farm Bungalow	sjcdennis@gmail.com electro-mechanical-civil engineer
	Mike Love	870050	Denver House, Old Ditch	
Plumber	Malcolm Harding	870267	Seamoor House, Roughmoor Lane	

## Standing Services and Useful Contact Numbers

Organisation	Emergency Number	Non-Emergency
<b>POLICE</b>	<b>999</b>	<b>101</b> <a href="https://www.avonandsomerset.police.uk">https://www.avonandsomerset.police.uk</a>
<b>FIRE AND RESCUE</b>	<b>999</b>	<b>01392 872200</b> <a href="https://www.dsfire.gov.uk">https://www.dsfire.gov.uk</a>
<b>AMBULANCE</b>	<b>999</b>	
<b>COASTGUARD</b>	<b>999</b>	

<b>UTILITY COMPANIES</b>			
Function	Provider	Telephone	24 Hr Emergency No
<b>Gas</b>	<b>Various</b>		<b>0800 111 999</b>
<b>Electricity</b>	<b>Western Power Distribution</b>	<b>0800 0963080</b> <a href="https://www.westernpower.co.uk">https://www.westernpower.co.uk</a>	<b>0800 6783105</b>
<b>Water</b>	<b>Bristol Water</b>	<a href="https://www.bristolwater.co.uk">https://www.bristolwater.co.uk</a>	<b>03457023797</b>
<b>Telephone</b>	<b>British Telecom</b>	<b>0800 800 150</b>	<b>Faults 0800 800 151</b>

Utilities are now provided by a number of different companies. Gas leaks should be reported to Transco (number above). The same applies to electricity, but there are only two-power distribution companies, the majority of the County lies within the Western Power Distribution area, although Scottish and Southern Energy provide for parts in the east and south of the county. They will take calls and either redirect you or give the correct number.

<b>USEFUL NUMBERS</b>		<b>Websites</b>
Environment Agency	0800 80 70 60 Incident hot line	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Environment Agency Flood Line	0345 988 1188	
Met Office	070 900 0100	<a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>
Tornado Warnings		<a href="http://www.torro.org.uk">www.torro.org.uk</a>
BBC Weather Warnings		<a href="https://www.bbc.co.uk/weather">https://www.bbc.co.uk/weather</a>
NHS Choices	111	<a href="http://www.nhs.uk">www.nhs.uk</a>
Crimestoppers	0800 555 111	<a href="http://www.crimestoppers-uk.org">www.crimestoppers-uk.org</a>
Victim Support	08081689111	<a href="http://www.victimsupport.org.uk">www.victimsupport.org.uk</a>
CRUSE Bereavement	0844 477940	<a href="http://www.crusebereavementcare.org.uk">www.crusebereavementcare.org.uk</a>
SAMARITANS	116 123	<a href="https://www.samaritans.org">https://www.samaritans.org</a>
Childline	Call free on 0800 1111,	have a 1-2-1 chat online or send an email. <a href="https://www.childline.org.uk">https://www.childline.org.uk</a>
Somerset County Council	03001232224	<a href="http://www.somerset.gov.uk">www.somerset.gov.uk</a>
Mendip District Council	0300 303 8588	<a href="http://www.mendip.gov.uk">www.mendip.gov.uk</a>
Sedgemoor District Council	0300 3037800	<a href="http://www.sedgemoor.gov.uk">www.sedgemoor.gov.uk</a>
South Somerset District Council	01935 462462	<a href="http://www.southsomerset.gov.uk">www.southsomerset.gov.uk</a>
Taunton Deane Borough Council	01823 356356	<a href="http://www.tauntondeane.gov.uk">www.tauntondeane.gov.uk</a>
West Somerset Council	01643 703704	<a href="http://www.westsomersetonline.gov.uk">www.westsomersetonline.gov.uk</a>
Civil Contingencies	0300 1232224	For emails- <a href="mailto:Civilcontingencies@somerset.gov.uk">Civilcontingencies@somerset.gov.uk</a>
Public Transport	0300 1232224	<a href="http://www.travelsomerset.co.uk/community-transport-services">www.travelsomerset.co.uk/community-transport-services</a>

## HOSPITALS

### In life threatening emergency dial 999

#### Weston Area Health NHS Trust

Telephone: 01934 636363

Weston General Hospital, Grange Road, Uphill, Weston-Super-Mare, BS23 4TQ

<http://www.waht.nhs.uk>

**Accident and emergency closed between 10pm and 8am**

#### Bristol Royal Infirmary- Open 24 hours

Telephone; 0117 923 0000

Upper Maudlin St, Bristol BS2 8HW

<http://www.uhbristol.nhs.uk>

The Bristol Royal Infirmary, also known as the BRI, is a large teaching hospital situated in the centre of Bristol, England. It has links with the nearby University of Bristol and the Faculty of Health and Social Care at the University of the West of England, also in Bristol.

- For Bristol Eye Hospital appointments - 0117 3424176
- For Bristol Dental Hospital appointments - 0117 3424422
- For sexual health appointments - 0117 342 6900
- For MRI appointments and queries - 0117 342 7487
- For CT appointment and queries - 0117 342 9348
- For general ultrasound, barium, echocardiograms appointments - 0117 3422621
- For nuclear medicine appointments - 0117 342 9238
- For gynae and obstetric ultrasound - 0117 3425347
- For paediatric MRI/CT appointments - 0117 342 7470
- For paediatric ultrasound appointments 0117 342 8186
- For audiology hospital appointments - 0117 3425854
- For vascular, urology, neurology and breast surgery appointments - call North Bristol NHS Trust on 0300 555 0103
- For the BRI appointment centre - 0117 342 6888

#### Bristol Eye Hospital

The Accident and Emergency telephone number is 0117 342 4613

Our emergency line is open between 9am until 4pm, Monday to Friday, and 9am until 2pm Saturday and Sunday.

**Southmead Emergency Department (ED)** has a dedicated car park accessible from Dorian Way, which works via automatic number plate recognition and payment by credit card, notes or coins is required before you exit the car park. Drivers displaying a blue badge may park free of charge in the Emergency Department car park and should follow the directions at the pay station. Located at Gate 35, Level 0, Brunel building, Southmead Hospital, Southmead Road, Westbury-on-Trym, Bristol, BS10 5NB.

**Emergency Department Main Reception Gate 35:**

0117 4145100 or 0117 4145101

<https://www.nbt.nhs.uk/our-services/a-z-services/emergency-zone/southmead-hospital-emergency-department-ae>

## Minor Injuries Unit

The minor injuries service runs across the county in many of your local community hospitals. If you have an injury and want excellent local care with short waiting times please attend!!

### Who we are

There are Minor Injury Units (MIU) at Frome, Glastonbury, Shepton Mallet, Chard, Bridgwater, Minehead and Burnham on Sea with a Local Treatment Centre at Wincanton. They are all run by Emergency Nurse Practitioners (ENP's) with Staff Nurses and Health Care Assistants in support.

### What we do

We see all patients who attend the units with whatever they attend with – we hope to be able to give a complete episode of care and discharge the patient home – however if we are not able to do this we will refer the patient on to the right service for definitive care.

### How we work

Minor Injury Unit staff can

- stitch cuts
- remove foreign bodies from ears, noses etc
- remove splinters
- dress minor wounds, cuts and grazes
- apply plaster casts
- provide screening and treatment for Chlamydia

and treat

- sprains and strains
- minor broken bones
- minor burns and scalds
- minor head injuries
- insect and animal bites
- minor eye injuries
- other minor injuries

### How you can you access these services

All units are a sit and wait services but for any queries see our contact numbers:

**Glastonbury** - [West Mendip Community Hospital](#), 01458 836454  
open seven days a week 07.00 - 23.00 (last patient admitted at 22.30).

**Shepton Mallet** - [Shepton Mallet Community Hospital](#), 01749 342931  
open seven days a week 08.00 - 20.00 (last patient admitted at 19.30).

## In life threatening emergency dial 999

<b>LOCAL USEFUL NUMBERS HEALTH</b>			
<b>Function</b>	<b>Name</b>	<b>Address</b>	<b>Telephone</b>
<b>Doctors</b>	<b>Wells Health Centre</b>	<b>Priory Health Park Glastonbury Rd Wells BA5 1XJ</b>	<b>01749 672137 or 01749 675665 Out of hours 111</b>
	<b>Wells City Practice</b>	<b>Priory Health Park Glastonbury Rd Wells BA5 1XJ</b>	<b>01749 601333 Out of hours 111</b>
	<b>Cheddar Medical Centre</b>	<b>Roynon Way, Cheddar</b>	<b>01934 742061</b>
<b>Dentists</b>	<b>BUPA care (Northam House)</b>	<b>15, New Street, Wells</b>	<b>01749 673053</b>
	<b>Rock House</b>	<b>81, High Street, Wells</b>	<b>01749 674250</b>
	<b>Priory Dental (Paice and Jeremy)</b>	<b>11, Priory Road, Wells</b>	<b>01749 678040</b>
	<b>Cheddar Dental Practice</b>	<b>Holmleigh, The Barrows, Cheddar</b>	<b>01934 742259</b>
<b>Pharmacy</b>	<b>Boots Close at 5.30pm</b>	<b>17-21, High Street, Wells BA5 2AA</b>	<b>01749673138</b>
	<b>Out of hours</b>	<b>Advice by phone</b>	<b>111</b>
	<b>Boots Close 6.30pm</b>	<b>Priory Health Centre</b>	<b>01749675508</b>
	<b>Tesco Close 7pm</b>	<b>Tucker Street, Wells</b>	<b>01458 769500</b>
<b>Veterinary</b>	<b>Westfield Vets</b>	<b>Westfield Rd, Wells, Somerset BA5 2HS,</b>	<b>01749 673239</b>
	<b>Axe Valley Vets</b>	<b>23, St Cuthberts Street, Wells</b>	<b>01749 670966</b>

## Emergency contact list-

**Name:** Sue Reece

**Title:** Community Emergency Coordinator

**24hr telephone contact:** 01749 870618 / 07767621238

**Email:** [sureece1@btinternet.com](mailto:sureece1@btinternet.com)

**Address:** Medlar House, The Square, BA5 1HJ

**Name:** Mick Fletcher

**Title:** Community Emergency Coordinator

**24hr telephone contact:** 01749 870531

**Email:** [mick@mickfletcher.org.uk](mailto:mick@mickfletcher.org.uk)

**Address:** Old Ditch Farm, Old Ditch

**Name:** Clive Dennis

**Title:** Community Emergency Coordinator

**24hr telephone contact:**01749 870297

**Email:** [liz.hollybrook@gmail.com](mailto:liz.hollybrook@gmail.com)

**Address:** Hollybrook Farm, Hollybrook



## Communication Tree

List of helpers details on next page

Clive Dennis	Tony Shepherd		
		Penny Colwill	
	John Finch / Ros Wyke	John Barkle	
		John Crickett	
	Dickon Pollard	Malcolm and Linda Mogford	
		Roger Dennis	
Sue Reece	Sue Isherwood	Julie and Paul Wiggington	
		Gill and Trevor Cook	
	Roseanne Phipps	Roger Cooke	
		Gary Marshman?	
	Lynda Harding	Liza Lovell	
		Claire Mather	
	Peter Bright	Amanda Bateman	
		Suzanne Shellard	
	Mick Fletcher	Jo Tucker	Melanie Godfrey
			Clive Stangroom
Pavla Love		Tina and Tony Westcott	
		John Field?	
Andrew Buchanan		Ray Collins	
		Jane Holmes	
Jake Lloyd Industrial Park			



<b>Sue Reece</b>	<b>870618</b>	07767621238 suereece1@btinternet.co.uk	Medlar House, The Square
<b>Mick Fletcher</b>	<b>870531</b>	mick@mickfletcher.org.uk	Old Ditch Farm, Old Ditch
<b>Clive Dennis</b>	<b>870297</b>	liz.hollybrook@gmail.com	Hollybrook Farm, Hollybrook
<b>John Barkle</b>	<b>870063</b>	j.barkle273@btinternet.com	Rowan House, Hannah's Lane
<b>Amanda Bateman</b>	<b>870900 shop 871147home</b>	anbate30@googlemail.com 07712 417748	21 Stoneleigh
<b>Peter Bright</b>	<b>870640</b>	peterbright60@btinternet.com	Orchard House, Lynch Lane
<b>Andrew Buchanan</b>	<b>870404</b>	andrew.buchanan@uwclub.net	Free Hill House, Free Hill
<b>Ray Collins</b>	<b>870517</b>	ray@collins05.plus.com	Perch Hill Cottage, Perch Hill
<b>Penny Colwill</b>	<b>870076</b>	penelope.colwill@btinternet.com	
<b>Gill and Trevor Cook</b>	<b>870389</b>	07870350463 cooktg@btinternet.com	Chaulcroft, Stoke Road
<b>Roger Cooke</b>	<b>870385</b>		4, Stoneleigh
<b>John Crickett</b>	<b>870275</b>	<a href="mailto:jack.crickett@crickett.co.uk">jack.crickett@crickett.co.uk</a>	1, Bell Close BA5 1ET
<b>John Field</b>	<b>870654</b>		Merryvay, Station Rd
<b>John Finch</b>	<b>870347</b>	<a href="mailto:johnvfinch@yahoo.co.uk">johnvfinch@yahoo.co.uk</a>	Gransden, Top Road
<b>John Millbank</b>		johnmillbo@btinternet.com	Lodge Hill, Station Road BA51ES
<b>Melanie Godfrey</b>	<b>870948</b>	07939240962 meljanegodfrey@gmail.com	29, Back Lane
<b>Lynda Harding</b>	<b>870267</b>		Seamoor house, Roughmoor Lane
<b>Jane Holmes</b>	<b>870729</b>	07873491192 janelholmes@btinternet.com	The Nest, Crow Lane
<b>Sue Isherwood</b>	<b>870457</b>	leadership@cloa.org.uk	2, Glencott, The Hollow
<b>Jake Lloyd</b>	<b>870245</b>	lloydsproperty@btconnect.com	Unit 4, Lodge Hill Industrial Park
<b>Pavla Love</b>	<b>870050</b>		Denver House, Old Ditch

<b>Liza Lovell</b>	<b>870059</b>	07708533315	25, Stoneleigh
<b>Gary ?Marshman</b>		07521062119	44, Stoneleigh
<b>Clare Mather</b>	<b>870083</b>	07920575493 claremather@hotmail.co.uk	Stoneleigh House, Roughmoor Lane
<b>Roger Dennis</b>		rpdennis@btinternet.com	
<b>Malcolm and Linda Mogford</b>	<b>870817</b>	<a href="mailto:lindamogford@uwclub.net">lindamogford@uwclub.net</a>	The Old Stores, Wells Road BA5 1HA
<b>Roseanne Phipps</b>	<b>871281</b>	07540621819 <a href="mailto:seewhat24@btinternet.com">seewhat24@btinternet.com</a>	14, Stoneleigh BA5 1HG
<b>Dickon Pollard</b>	<b>870859</b>	dickonpollard@googlemail.com	Spring Farm, Top Road
<b>Suzanne Shellard</b>	<b>871202</b>		Meadway Farm, Stoke Road
<b>Tony Shepherd</b>	<b>870871</b>	07903 100021 tonyshepherd@mbzonline.net	Orchard Court, Wells Road
<b>Clive Stangroom</b>	<b>07594654199</b>		Primrose Cottage, Back Lane
<b>Jo Tucker</b>	<b>870120</b>	07756915892	Poplar Farm, Lynch Lane
<b>Tina Westcott Tony Westcott</b>	<b>870295</b>	07768 692118 tinawestcott@btinternet.com  07811 355252 twestcott@btinternet.com	Waterslade, Littlefield Lane
<b>Julie Wigginton</b>	<b>870027</b>	07714472628 j.wigg@pigginton.plus.com	The Coach House, Stoke Road

**list of this and areas for coordinators**

## List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Name and role of contact	Phone number
Care	Duty contact	

### Activation triggers

[Use this space to record details of how your plan will be activated. You should include details of how the plan will be activated as a result of a call from the emergency services, and also how your community will decide to activate the plan yourselves, if the emergency services are unavailable]

1. On being contacted by the emergency services the co-ordinators will consult together, determine a course of action and initiate communication through the telephone tree
2. On being contacted by any member of the public and the emergency services cannot be contacted the co-ordinator will activate the plan

### First steps in an emergency

#### Instructions

- 1 Call 999 (unless already alerted)
- 2 Ensure you are in no immediate danger
- 3 Contact the Community Emergency Group and meet to discuss the situation

## Community Emergency Group first meeting agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

A school?

A vulnerable area?

A main access route?

Type of emergency:

Is there a threat to life?

Has electricity, gas or water been affected?

Are there any vulnerable people involved?

Elderly

Families with children

What resources do we need?

Food?

Off-road vehicles?

Blankets?

Shelter?

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

## Actions agreed with emergency responders in the event of an evacuation

1. Help police/local authority with door knocking
2. Tell emergency services who might need extra help to leave their home

## Alternative arrangements for staying in contact if usual communications have been disrupted

Communication Type	Name of contact	Location
--------------------	-----------------	----------

Walking		
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	As for telephone tree	
--	-----------------------	--



# Westbury Village Hall

Registered Charity No. 274149

Chairman, Peter Bright,  
Orchard House, Lynch Lane,  
Westbury-sub-Mendip, BA5 1HW.  
Tel: 01749 870640  
e-mail: peterbright60@btinternet.com

Monday, March 09, 2020

## Fire Risk Assessment for various events in the Village Hall.

To be shared with organisations and individuals i/c such events.

Numbers: There are a range of numbers of people allowed depending on the presence of the stage and the nature of the activity. It is 90 for events seated at long tables. **In practice 90 is therefore used as the limit for dining events and film show and Society meeting events.** (The Hall has 71 chairs and a number of benches along the side which would enable 90 to be accommodated.

Ignition Sources      The Kitchen:              gas range  
   Generally:              Electrical circuitry and Gas Central Heating  
boiler. Extension cables left coiled.  
   Footlights theatre productions. Electrical faults and overheating  
   Candles at dining events.

Action: **Annual Gas safety certificate and 3 year electrical safety certificate.** Trip switches on electricity supply. 32amp feeds for Theatre lighting.

Extinguishers:              2x Foam used for wood, paper, textiles, flammable liquids  
   1x Blanket and 1x Powder for kitchen fires

Action:                              **annual service with ABC Fire services**

Escape:                      **Emergency lighting and signage**  
checked with annual service from ABC fire Services  
Signed routes through Entrance and through store area (crash  
door)

**Route through store kept clear cross hatching on  
the floor.** Routine checking by committee member on weekly inspection.  
Extra exit through kitchen for larger events – unbolt and unlock  
using permanent key.

Action:                              **Event organizers reminder about exits at start  
of event.**

See attached plan

Telephone:              Mobile reception in the Hall very dubious but outside in road OK.  
Use nearby houses in emergency.





# Westbury Village Hall

Registered Charity No. 274149

Chairman, Peter

Bright,

Orchard House, Lynch

Lane,

Westbury-sub-Mendip BA5 1HW

Tel: 001479 870640

e-mail: peterbright60@btinternet.com

Monday, March 09, 2020

What are the hazards?	Who/what might be harmed/damaged and how?	Level of risk?	What are we doing already?
<b>Fire</b>	If trapped, users could suffer fatal injuries from smoke inhalation/burns.	Medium	<ul style="list-style-type: none"> <li>▪ Fire extinguishers are readily available within the hall.</li> <li>▪ Annual checks of the fire equipment are undertaken.</li> <li>▪ Fire exits are clearly marked and kept clear.</li> </ul>

What further action is necessary?	Action by who?	Action by when?
<ul style="list-style-type: none"> <li>▪ Confirm annual safety checks undertaken.</li> </ul>	Booking Clerk And treasurer	When bill has been received
<ul style="list-style-type: none"> <li>▪ Formally advise all hirers (via the Hiring Agreement) to make an announcement to their audience/users about fire exits?</li> </ul>	Put in agreement by Booking Clerk	<b>ASAP</b>

## Risk Assessment for Fire on Club Day Lunch

Heating things on gas stove/ in the kitchen. Low risk.

Check fire escapes announced and clear. Kitchen door unlocked.

APPENDIX THREE

RISK ASSESSMENT FORM ( GENERAL )

for services where church more than half full

Name of Church St. Lawrence Address Westbury - Mendip BAS 1HA

Assessment undertaken by L. Moxford Date .....

Area assessed (e.g. Choir Vestry) Church Building inc. vestry (and the tower)

HAZARDS/ RISKS/ PERSONS	EXISTING CONTROLS	LIKELIHOOD	SEVERITY	RISK RATING L x S	ADDITIONAL CONTROLS <small>(note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.)</small>
Trip/fall on steps near 2 altars	Steps marked by change in flooring	2	2	3	
Fire from altar candles	extinguisher near altar	1	1	1	3 doors unlocked during all services etc.
Electrical fire	" or fire blanket as advised by fire officer	1	1	1	regular electrical inspections by fire officer PAT testing
Electric shock		1	1	1	" "
Scalding from hot liquids (mainly in kitchen area)	First aid kit in kitchen drawer, mobile phone	1/2	1	1	First aid kit & phone regularly checked Vicar has first aid certificate
Fainting/illness	see above	1	1	1	Wheel chair available on site

Likelihood Rating 1/2 Policy reviewed annually Severity Rating

- 1 = Low (Seldom)
- 2 = Medium (Frequently)
- 3 = High (Certain or near certain)
- 1 = Low (minor cuts and bruises)
- 2 = Medium (serious injury - off 3 days)
- 3 = High (Fatality or a number of persons seriously injured)

Risk Rating = Likelihood x Severity  
 1/2 = Low Priority      3/4 = Medium Priority      6/9 = High Priority

COPY THIS FORM AS OFTEN AS REQUIRED  
 13  
 Ecclesiastical Insurance Group