

Procedures

Al Marmoom Initiative Fire evacuation procedure

In the event of a fire anywhere on the premises the immediate task is to ensure that all personnel and horses are moved to an evacuation point of safety away from any risk. Fire can spread extremely quickly so swift action is the key.

The site supervisor shall be allocated each day at the beginning of the day, site supervisor will be responsible for ensuring that evacuation procedures are followed.

Fire evacuation procedure

If a fire is discovered, you should only attempt to extinguish it if you feel confident you can do so without being injured.

If a fire is discovered, you should alert verbally as many people as possible and then make your way to the evacuation point helping those that might need assistance on the way.

The site supervisor must dial 997 for FIRE or instruct a capable person to do so

The site supervisor must ensure as far as possible that the site is clear of staff, students, volunteers without endangering themselves and visitors all must proceed to the evacuation point

EVACUATION POINT IS THE CAR PARK BY THE MAIN ENTRANCE GATE

The site supervisor is responsible for taking the visitor log to the evacuation point, checking that all personnel are safely evacuated in the event of a missing person you must only enter the site if it is safe to do. If not wait for the emergency services to enter the site.

No one must re-enter the site until the Emergency services have deemed it safe.

Evacuation of Horses

In view of the additional hazards presented when horses are in a state of panic only those who are experienced and authorised should assist in horse evacuation.

All horses should be taken to the horse evacuation point, they must never be placed in the same place as the evacuated personnel.

HORSE EVACUATION POINT IS THE MAIN RIDING ARENA.

Al Marmoom Initiative accident procedures

1. What are we required to do when an accident occurs on site?

- a. If required seek urgent medical assistance from the on duty first aider or in case of emergency dial 999.
- b. All accidents however small must be reported to the Site Supervisor
- c. Take witness statements from all people present.
- d. Fill out an Accident Report Form for all accidents/injuries.