

METHOD STATEMENT

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| 1.0 | Project Name: Choir Rehearsal and Concert Performances | Job No: |
| | | M.S.No: 02 |
| | M. S. Title: Emergency Evacuation | Date: 15-04-09 |
| | | Rev No: 00 |
| | Prepared by: RP Farmer SCCS | Rev Date: 15-04-09 |
| 2.0 | <p>Introduction</p> <p>The South Chiltern Choral Society are required to attend upon the management and execution of evacuation of only the areas they hire for every period of hire. This Method Statement refers to the duties and responsibilities assigned to specific SCCS members for fulfilling that management role.</p> <p>Document Scope and Layout</p> <p>This document outlines the roles of:-</p> <ul style="list-style-type: none"> • Section Leaders; • Wardens/Marshals (may be prefixed Fire, Door, Floor or other title determined by the hirer for identifying personnel appointed for directing and ushering SCCS members and guests (including their audience at concerts) to a safe area (Muster/Assembly Point) and other such related activities. • SCCS Chair person and Health & Safety Representative | |
| 3.0 | <p>Section Leaders will:-</p> <ul style="list-style-type: none"> • Fully acquaint themselves with the exit routes from the assembly room to the Muster/Assembly Point of the venue occupied for each occasion. • Ensure that their register is as complete and up to date as is reasonably practical for the moment of the need to evacuate. • Ensure that whilst retaining possession of the register, depart to the Muster Point, when the alarm is sounded, as quickly as is reasonably practical. • Assemble their section at the Muster Point and check the attendance with respect to the current register record. • Remain at the Muster Point to relay the findings of the register check to the Incident Controller/Emergency Services as requested. | |
| 4.0 | <p>Wardens/Marshals:-.</p> <ul style="list-style-type: none"> • Will fully acquaint themselves with the layout of the areas for which they are responsible for clearing. • Will not attempt to control any fires (unless of a very minor nature) unless specifically and currently qualified so to do. • Will, on hearing the alarm, don hi-viz (when issued) and proceed to their appointed post as quickly as is reasonably practical. • Floor Wardens will usher personnel, as quickly, quietly and as orderly as is reasonably practical, out of the area for which they are responsible, giving and summoning assistance for less mobile individuals as is necessary. • Floor Wardens assigned to anti-rooms, changing rooms, toilets and the like, hired to SCCS, will quickly and efficiently check such areas are clear and take action to clear such areas paying suitable respect particularly where occupied | |

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| | <p>by the opposite gender.</p> <ul style="list-style-type: none"> • On confirming their assigned area is clear, Floor Wardens will advise the Door Warden on exiting the area, and depart to the Muster Point. • Door Wardens will direct the departing company to the nearest Fire Exit and ensure no personnel (other than Emergency Services and Incident Controllers) re-enter whilst at post. • Door Wardens will, having been advised by the Floor Wardens that the areas within that section of the building hired to SCCS are clear, depart to the Muster Point as soon as the Incident Controllers take control of their door. • Any difficulties in checking or clearing an area shall be relayed to the Emergency Services and/or Incident Controllers as quickly as is practical. | |
| <p>5.0</p> | <p>The SCCS Chair person and Health & Safety Representative will:-</p> <ul style="list-style-type: none"> • Ensure that the location of the Muster Point and exit routes are appropriately and conspicuously displayed/advertised for each period of hire. • Provide cover for Floor and/or Door Wardens as is required. • Promptly communicate with the Venue Incident Controller (or their duly appointed representative (caretaker/porter etc)) the state of evacuation of each and every area particularly where conditions for advising clearance of an SCCS area cannot be confirmed. • Man the last point of exit until all Floor and Door Wardens exit confirming their areas are clear or difficulties in confirming clearance, are advised to the Emergency Services/Incident Controller prior to departing to the Muster Point. | |
| <p>SCCS Approval:</p> <p>Richard Farmer SCCS H&S representative Date: 15 April 2009</p> | | <p>Venue Supervisor Approval:</p> <p>Date:</p> |