



Contents

Why do we need an Emergency Plan?	2
Sunart Resilience Group Members and Responders distribution list.....	4
Aims and objectives - Prepare, Respond, Recover.....	5
Definition of an emergency.....	6
Sunart Resilience Group Members and Responders Roles and Responsibilities.....	11
Activating the plan.....	12
Actions in the event of an emergency.....	13
Telephone/Process tree.....	14
Stand Down and Recovery.....	15
Strontian area risk assessment.....	16
Community Shelters.....	22
Appendix A - Strontian Village flood Map	23
Appendix B - Emergency First Meeting Agenda	24
Appendix C - List of community Organisations.....	25
Appendix D - Local skills and resource	26
Appendix E - Contemporaneous action Log.....	28
Appendix F – Health & Safety	29
Appendix G - Risk Assessment Form.....	30
Appendix H – Review of Form.....	31

Why does Strontian need an emergency plan?

Strontian is a small, isolated village situated at the head of Loch Sunart on the west coast of Scotland. The location in itself leaves the village vulnerable to adverse weather, power outages, flooding and communication failures. Being surrounded by moor and woodland it is prone to fires which can threaten properties and pose a risk to life. The remote beauty of the area provides a recreation ground for locals and tourists which brings its own risks of people being lost or injured.

Surrounding the village are the hamlets of Polloch, Scotstown, Anaheilt Ardnastang and Resipole. These magnify the remoteness and present a challenge, especially when identifying and protecting vulnerable people.

The Sunart Community emergency plan is designed to enable the community of Strontian to work with key partners and emergency services in providing the best possible overall response to emergency incidents.

Communication Links

The A861 is the main road into and out of the village and provides a major challenge to emergency services. Traveling east to the main town of Fort William can be problematic and either involves a 22-mile drive including a ferry crossing, or a longer drive following the A861 along the side of Loch Eil, which turns into a single-track road from Ardgour. This option is often followed when the ferry is not in service. The remoteness makes it easy to see how emergency services can be delayed in attending the scene of an emergency. Alongside this, vulnerable people may struggle to access services should the roads be disrupted.

The single-track road west of the village heads out to the Ardnamurchan Peninsula through the villages of Salen, Glenborrodale and Kilchoan. Whilst isolated, these villages all have their own resources, and it is important that there is a mutual partnership between all areas.

Current Emergency Service Resources

Strontian is fortunate to have a community fire station staffed by volunteers, a satellite police station and paramedic ambulance and nurse station in the village. These are limited in what they can provide, and in the case of a serious emergency would probably need further resources.

This plan also recognises that emergency services are the first point of contact. In the event of an emergency, responders will be looking for resources to complement theirs such as RV points and evacuation centres. The emergency services cannot provide everything. For example, a base from which to operate may be needed or a safe place for people displaced out of their homes and extra people to assist with tasks. Above all emergency services will be seeking people with local knowledge and skills. These are things that the community can supply in the form of a Sunart Resilience Group (SRG). When the emergency is over, the emphasis will be on the recovery phase, striving to bring the community back to normality. The SRG will play an essential role in any recovery phase.

In conclusion the Community Emergency Plan provides a framework which allows Strontian to be able to support itself when assistance from other emergency services or local authority is delayed or overwhelmed. It complements the role of first responders during an emergency and provides a clear path to recovery and normality.

Sunart Resilience Group members and Responders

Distribution list

Name	Role	Duties	Address & Phone No	Email
Colin Skeath	SRG team member	Emergency Plan Lead		
Michelle Hilder	SRG team member	Admin		
Tony Burke	SRG team member	Co-ordinator :- Strontian Village		
Jamie Tait	SRG team member	Co-ordinator Ardnastaing & Ranachan		
Tim Coldwell	SRG Responder	Co-ordinator Strontian Village		
Stuart Carmichael	SRG Responder	Co-ordinator Lower Anaheilt & Drimnatorran		
Nigel Traynor	SRG Responder	Co-ordinator Anaheilt & Ariundle		
Sue Sinclair	SRG Responder	Co-Ordinator Resipole		
Eilidh Wilson	SRG Responder	Co-ordinator Monument Park		
Mark Embling	SRG Responder	Co-ordinator Polloch		
Eilidh-Ann Philips	SRG Responder	Co-ordinator Scotstown		
Police (Local)	Emergency Services	Joan MacKenzie Angie Campbell		
Fire (local)	Emergency Services	John MacDonald		
Ambulance	Emergency Services	Bo Wilson Gail Muir		
GP Surgery	Medical	Pines Medical Practice		
District Nurse	Medical	Fiona Burns		

Aims and Objectives

To support the community before, during and after an emergency

Preparation

Understand how to best deal with an emergency, before it happens, and how to complement the emergency services and the local authority.

Identification of potential emergencies and factors that can reduce their impact.

Identification of personnel and resources.

Communicating to those who may be affected on how they can prepare.

Training and testing of plans

Response

Provide assistance to the full-time emergency services.

Provide local knowledge, personnel, equipment, use of premises and any other material or resources which might be required during an emergency.

In responding to an emergency, the objectives are

- **Preservation of life**
- **Preservation of property**
- **Mitigation of damage to, or contamination of the environment**
- **Mitigation of the effects and the re-establishment of normality for victims, and the community**

Recovery

Assist in the recovery after emergency services have completed their phase of the emergency response.

Facilitate the speedy restoration of any normal services which may have been disrupted or destroyed.

Facilitate the community to return back to normality.

Learning from the incident through debrief and feedback.

Definition of an Emergency

Understanding what an emergency is should help decide what kind of incident it is and what actions should be taken.

An emergency is a situation that poses an immediate risk to health, life, property, or environment.

Most emergencies require urgent intervention to prevent a worsening of the situation, although in some situations, mitigation may not be possible, and agencies may only be able to offer palliative care for the aftermath.

Levels of Emergency in the General Emergency Plan

For the purpose of this Plan, emergency incidents dealt with by The Highland Council and its partners may be generally categorised on the following three levels:

- **Level 1 - ROUTINE**
- **Level 2 - UNUSUAL**
- **Level 3 - MAJOR**

Each emergency is unique, and circumstances can change very rapidly. For this reason, the emergency level may require reassessment and escalation to a higher level of response. Similarly, the information initially available may be insufficient for a determination to be made and it will be necessary to seek more information before the incident can be assessed for categorisation.

Level 1 - ROUTINE

ROUTINE INCIDENTS are regularly dealt with on a day-to-day basis by Category 1 Responders such as Police, Fire and Ambulance Service, and can be resolved with limited outside assistance.

Level of Impact

- Possible examples include risk of severe weather/minor weather-related incidents; fire alarm activation; contained floods; small-scale utility outages; minor building damage; temporary closure of transport routes caused by Road Traffic Collisions (RTC) or infrastructure failure
- Such incidents will generally be handled at the site level with Area Officers, Duty Officers, facilities management, possibly local Police, and local fire resources or public health
- Quickly or easily resolved
- Localised and contained impact on department/building/infrastructure/environment
- No casualties, no threat to life, no panic
- Minor impact on staff and minimal impact on service users/the public/other agencies (more inconvenience than risk to welfare)
- Minor reputational risk
- Local media interest

Actions

- Contact other agencies as required e.g., Police, Fire & Rescue Service, SEPA, Highland Council
- Open a personal log to record actions you take and times
- Activate Community Emergency Plan
- Contact relevant Council staff, e.g.: Area Managers/Officers, school staff, facilities management, etc.
- Communicate with stakeholders/public
- Continue activity until community is brought back to normality.
- Debrief / Learning

Level 2 - UNUSUAL

UNUSUAL INCIDENTS will require a number of Category 1 and 2 Responders to work together to affect a satisfactory outcome.

Level of Impact

- Possible examples include severe weather resulting in overnight power outages/road closures; building fire/gas leak/unexploded ordnance requiring evacuation of people to an Emergency Support Centre; cargo vessel aground; major wildfires; minor pollution/ contamination incidents
- Such incidents are likely to require the formation of an (Emergency Liaison Group (ELG) and Care for People Team to coordinate local multi-agency Tactical response
- An UNUSUAL INCIDENT will typically involve human welfare issues, and/or some risk or damage to property and the environment
- Moderate impact on staff and on service users/the public/other agencies
- Reputational risk
- Local and regional media interest, with potential for some national coverage
- Has potential to escalate to a MAJOR INCIDENT (see below)

Actions

- Contact other agencies as required e.g., Police, Fire & Rescue Service, SEPA, Highland Council
- Open a personal log to record actions you take and times
- Activate Community Emergency Plan
- Contact relevant Council staff, e.g.: Area Managers/Officers, school staff, facilities management, etc
- Communicate with stakeholders/public
- Continue activity until community is brought back to normality.
- Debrief / Learning

Level 3 - MAJOR

A MAJOR INCIDENT for The Highland Council is one which threatens or causes one or more of the following:

- serious damage to human welfare
- serious damage to the environment
- serious damage to the security of all or part of the UK on a scale beyond the normal operation and response of The Highland Council to control and deal with.

MAJOR INCIDENTS, because of their nature and/or effects, will almost certainly require a full multi-agency response. A MAJOR INCIDENT is a formally recognized term and can be declared by any Category 1 Responder (Police, Fire, Ambulance etc) who should then inform all other relevant agencies.

Possible examples include severe weather giving rise to large-scale impacts; major fire/explosion; civil unrest; terrorism; widespread and prolonged power outage; hazardous material spill; major flooding; major oil spill; major shipping incident; prolonged closure of a major lifeline route; large-scale public health incident/outbreak, large-scale communications outage, Chemical, Biological, Radiological and Nuclear (CBRN) incidents; any incident involving mass casualties.

- Likely to be a major impact on staff and service delivery
- Reputational risk – corporate response, and that of individuals, may be scrutinised by the media and in subsequent public enquiry
- Intense local, regional and national media interest, with potential for international coverage
- Demand for information, but facts will be difficult to obtain in the early stages of the incident
- Ministerial involvement from Scottish and UK Governments Actions

Actions

- Contact other agencies as required e.g., Police, Fire & Rescue Service, SEPA, Highland Council
- Open a personal log to record actions you take and times
- Activate Community Emergency Plan

- Contact relevant Council staff, e.g.: Area Managers/Officers, school staff, facilities management, etc.
- Communicate with stakeholders/public
- Continue activity until community is brought back to normality.
- Debrief / Learning

Sunart Resilience Group Members - Roles and Responsibilities

SRG members should:

- Live in the community
- Have good local knowledge
- Have support of, and speak on behalf of, the community
- Brief and seek the views of the community on: -
 - The benefits of planning ahead
 - How the community would cope in an emergency
 - Who could help prepare and actively contribute to any phase of an emergency?

The SRG should be responsible for:

- Gathering and communicating information:
- Collecting information about community resources including people, equipment and material
- Identifying and preparing for risks: Carrying out a risk assessment
- Writing a suitable self-help plan and: -
 - Updating the plan
 - Keeping important contact details up to date
 - Validating the plan: Test the plan by undertaking exercises
- Warning and Informing people of an impending emergency, this may be through notices, social media, telephone, door to door visits.

Activating the emergency plan

Triggers and Notification

Notification should normally come to one of the SRG members. The SRG would then activate the plan, via the following: -

- Weather Warnings
- Community Information
- Information from Highland Council / responders / environment agency

Notification can also come through the SRG Help Line 01967 750833.

If a member of the public calls this number -they are then diverted to a member of the SRG via the software “ereceptionist”.

Please refer to the telephone/process tree.

Highland Council should be advised if the plan is activated

Actions in the event of an emergency: SRG Members

1. Respond to the emergency and if required coordinate and lead the response & recovery.
2. Establish communications with the community, responders and Highland Council
3. Identify and provide vulnerable people with additional support
4. Maintain confidentiality where needed
5. Have emergency equipment and this plan to hand
6. Have enough knowledge of the plan to appoint someone to act as Emergency Plan Lead
7. Agree a Control Room/Base for the emergency response and communicate to responders
8. Be able to brief other responders and SRG members
9. Support the Emergency Plan Lead in their tasks.
10. See the incident through into recovery phase
11. Actively seek feedback as part of a debrief to strengthen the plan when the community returns to normality.

Actions in the event of an emergency: Responders

1. Await call and instructions from SRG team
2. Check on every household in your assigned area, where safe to do so.
3. Report back to the SRG Control Room with your findings.
4. Follow further instructions from the Emergency Plan Lead.

Communications

Landlines and mobile phones may not work. Consider the use of VHF radios, analogue telephones, local radio stations, Notice Board, community meetings, door to door, telephone cascade system

If Telephones fail, there are 3 main ways of communications to the community: -

- 1) Written – Notices on community notice boards at shops and schools etc
- 2) Verbal – Community meetings / megaphones
- 3) Door to door visits

Contemporaneous record of events should be kept (Appendix E)

Consider Health and Safety of those deployed on the incident (refer to Appendix F for a comprehensive list of considerations)

Telephone /Process Tree

Assuming the phones are working. If not replace the method of communication as appropriate eg radio/ face to face.

Emergency Response Phone number 01967 750833 – call received.

Answered by an SRG Member



SRG Member alerts other 3 team members (phone/WhatsApp) who then assess the situation



Where warranted the Responders are alerted by two of the SRG team members with:-

1. Details of the emergency
2. Location of the Incident Room
3. What, when and how to report back.



Michelle Hilder

Colin Skeath



Stuart Carmichael

Anaheilt

Nigel Traynor

Ariundle

Eilidh-Ann

Scotstown

Tim Coldwell

Village

Mark Embling

Polloch

Jamie Tait

Ardnastaing

John Jones

Ranachan

Sue Sinclair

Resipole

Tony Burke

Village

Eilidh Wilson

Monument Park/Seaview

Grazings



Report back to Incident Room

Stand Down and Recovery

Stand Down

This is when the emergency phase is over and has moved into Recovery Phase.

Actions

Confirm with the emergency services that the emergency is closed.

Return of any evacuees or housing in longer term accommodation if appropriate.

Personnel, ensure everyone is accounted for and aware the emergency is over.

Return of equipment.

“Hot Debrief” of the incident

Establish actions for the Recovery Phase

Recovery

This is the restoration of the community to a state of normality following an emergency incident. The level of recovery will depend upon the nature of the emergency and could be as simple as a de brief or in serious case the involvement of a wide range of partner agencies.

- Guidance is available on the UK Resilience Website
- The Home Office “Recovery – An Emergency Management Guide”
- The Highland Council Communications and Resilience office offer help in person and on their website.

Testing the Plan

Testing a plan will highlight problem areas and deficiencies. A range of likely scenarios can be tested using tabletop exercises involving locals and partner agencies.

The SRG should meet every 3 months to review the plan and check contact details are up to date.

All amendments and reviews should be recorded on the Amendment List Appendix

Strontian Area Risk Assessment

Probability V Impact

Probability the event will occur - High / Medium / Low

Impact of the event - Number of people involved - risk to life and damage to property – High / Medium / Low

Green – pre-event, Red during event

Risks – Including likelihood	Impact on Community/ Vulnerability	What can the Community emergency group do to prepare, respond and recover
Road Disruption: Snow, trees, RTC, landslide Probability High Impact Medium	People stranded in the village unable to access services. Vulnerable people unable to make essential hospital visits Emergency Services unable to access / leave the village	<p>In the case of adverse weather monitor alerts from the Met Office and provide advice to people on how to prepare.</p> <p>Actions to be taken on receipt of Met Office weather warnings.</p> <p>Yellow : No specific action other than general preparedness. The situation is to be monitored and if the threat increases further actions are to be considered.</p> <p>Amber : SRT members should be updated in relation to the warning. Coordinators should cascade advise people in their locality. Social media to be updated advising people of the warning.</p> <p>Red: SRT members to be updated and to be on standby and information to be cascaded to the community in preparation.</p>

		<p>Coordinators to meet asap to and implement emergency plan.</p> <p>It is worth noting that weather warnings can change rapidly either resulting in an escalation or de-escalation. For this reason it is important to monitor the advice from the Met Office.</p> <p>Keep and updated contact list of community resources to compliment the response.</p> <p>Access volunteers & equipment</p> <p>This would include.</p> <p>4X4 vehicles / quads / tractors /chainsaw (to be reviewed quarterly)</p> <p>Consider alternative routes in and out of the village in the event of the main road being blocked</p> <p>Identify vulnerable people through work with partners and through the community to establish numbers and risk</p> <p>Visit/ Contact vulnerable people Consider food parcels / Wood / Gas to those struggling.</p> <p>Update the community on the work being done.</p>
--	--	--

Wildfires Probability High Impact Medium (to be agreed with SFRS)	Danger to housing and life	<p>Work in partnership with FRS with a media campaign to highlight the dangers of BBQ's open fires etc to tourists.</p> <p>During dry spells use social media / posters to highlight the heightened risk of wildfires</p> <p>Ensure Contact list of community resources to access volunteers and equipment is up to date. (To be reviewed at quarterly meetings)</p> <p>Possible evacuation of those affected to a safe place (to be determined)</p> <p>Keep the community updated through social media / community volunteers.</p>
Weather related problems on Polloch Road Probability High Impact Medium	Possible cutting off of Polloch People unable to leave and emergency services unable to access	<p>Monitor the weather reports and provide people with updates and advice how to prepare.</p> <p>Contact Polloch coordinator. Keep in touch with and act as information point for utilities & emergency services</p> <p>Consider use of 4x4 vehicles / mountain rescue team</p>
Prolonged power failure Probability High Impact High	Risk to life Lack of heat & light cooking ability. Poor communications	<p>Identify triggers such as adverse weather and update community via social media or in person with advice on how to prepare.</p>

		<p>Encourage residents to have appropriate emergency resources through posters, word of mouth, social media</p> <p>Encourage residents to have at least 1 plug-in phone</p> <p>Possible evacuation for all electric homes without alternative heating systems</p> <p>Identification and visits to vulnerable people checking on welfare.</p> <p>Supply of wood / gas / food/ blankets medicines to vulnerable people</p>
<p>Building Fire</p> <p>Probability Medium</p> <p>Impact Low</p> <p>(To be agreed with SFRS)</p>	<p>Possible evacuation of residents affected</p>	<p>Work in partnership with FRS to inform community of fire risks and preventative measures</p> <p>Contact list of community resources to access volunteers & equipment</p>
<p>Flooding</p> <p>Coastal / River / Surface water</p> <p>Probability Medium</p> <p>Impact Medium</p>	<p>Displaced householders due to flooded homes</p> <p>A 861 / Low Road Impassable through floodwater.</p>	<p>Monitor the weather reports and provide people with updates and advice how to prepare. Storm surges accompanied by a spring tide are most impactful. Run off from hillsides can also present a risk.</p> <p>In risk areas such as rear of the Strontian Hotel and Campsite, locals to ensure that gullies to provide egress of water are kept clear (review quarterly)</p> <p>Consider use of emergency shelter.</p>

		Have access to sandbags for use by the community
Isolation / Quarantine due to disease / virus Probability High Impact High	Lack of food, fuel or medical supplies due to prolonged isolation in the home. Impact on mental wellbeing due to isolation for those living alone.	Identify vulnerable households, Liaise with the Helping Hands Community Support Group Encourage people to look after their neighbour (Implement previous plan Michelle to obtain a copy)
Rising Food / Energy bills Probability High Impact Low	With energy bills and the cost of living increasing there is a risk that people in the community will struggle to heat their homes or eat properly.	Identify vulnerable households, Liaise with the Helping Hands Community Support Group. Encourage people to look after their neighbour. Consider food parcels / food bank / Wood/ Gas donations. Expert advice on how to keep energy bills / food bills down. Community shopping to keep prices as low as possible.
High Risk Missing Person Probability High	Numerous scenarios exist where a person may go missing. This can be made	Incident will be led by the police however consider: -

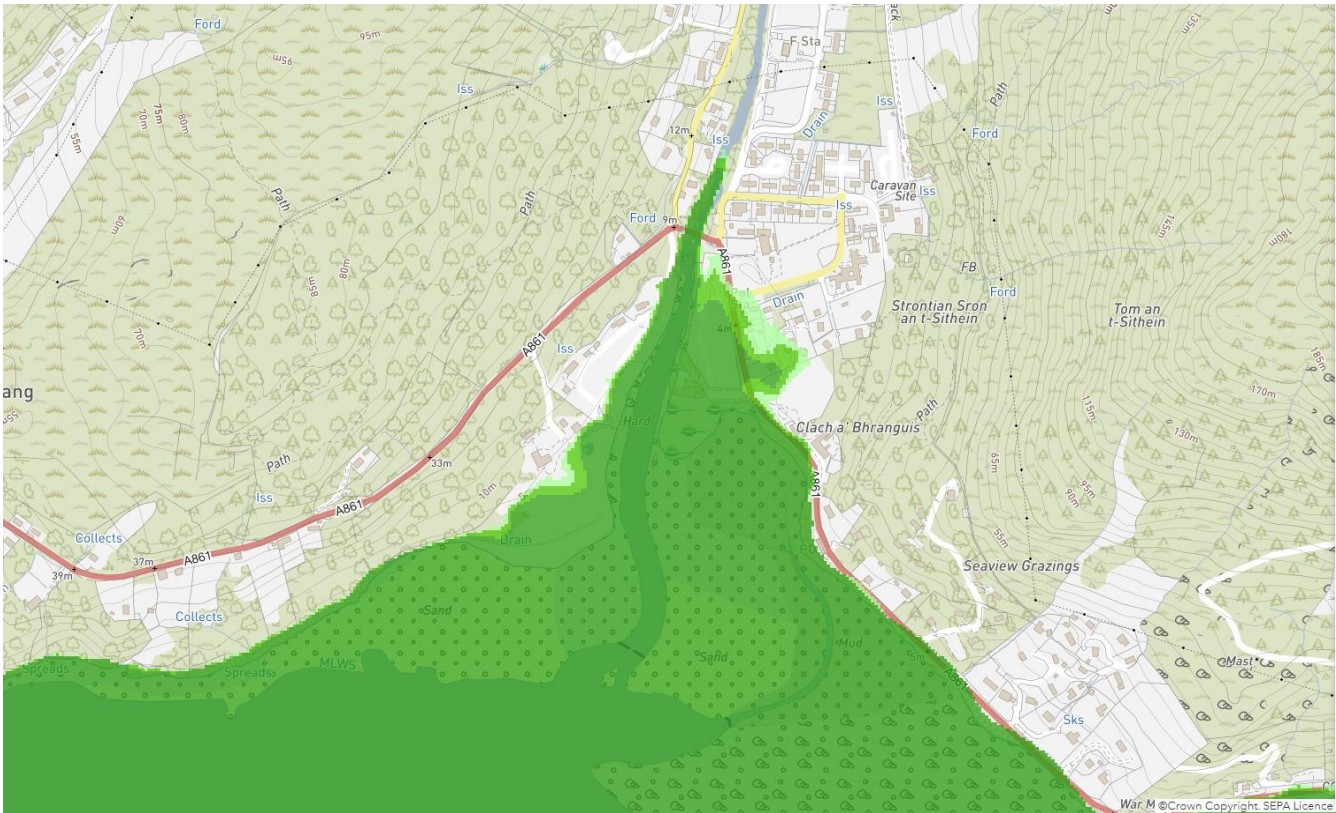
Impact Medium	problematic due to the terrain and weather conditions	<p>Assist with search using local volunteers</p> <p>Open R v Point with refreshments for all involved</p> <p>Provide local knowledge and maps of the area</p>
---------------	---	---

Strontian Community Shelter

If people need to leave their homes in the short term:

Building	Location	Potential use in an emergency	Keyholder Name and Contact Details
High School	Strontian	Shelter Y/N Generator Y/N Food/ kitchen/Cutlery Y/N Bedding Y/N Wifi Y/N Toilet facilities Y First Aid Equipment Y	01937 700105 01397 709228
Village Hall	Village Centre	Shelter Y Generator Y Food/ kitchen/Cutlery Y Bedding Y/N Wifi Y/N Toilet facilities Y First Aid Equipment Y/N	01967 402408
Church	Anaheilt, Strontian	Shelter Y Generator N Food/ kitchen/Cutlery Y/N Bedding Y/N Wifi Y/N First Aid Equipment y/N	
Strontian Hotel	Village	Food/ Shelter	01967 4022029
Ariundle Centre & Bunk House	Ariundle	Food/ Shelter	01967 402279
Kilcamb Hotel	Village	Food/Shelter	01967 402257
Dal Mhor?	Village	Day shelter for vulnerable	

Appendix A - Strontian Coastal Flooding risk



Flood Maps

Coastal Flooding

High Likelihood

Each year this area has a 10% chance of flooding.

Medium Likelihood

Each year this area has a 0.5% chance of flooding.

Low Likelihood

Each year this area has a 0.1% chance of flooding.

Appendix B - Draft Community Emergency Group First Meeting Agenda

This is an example. A meeting record sheet is an appendix.

(Enter details)

Date:

Time:

Location:

Attendees:

1. What is the current situation? *(Enter details)*

You might want to consider the following:

Location of the emergency; is it nearby:

- *A school?*
- *A vulnerable area?*
- *A main access routes.*
- *Type of emergency:*
 - *Is there a threat to life?*
 - *Has electricity, gas or water affected?*

Are there any vulnerable people involved?

- *Elderly*
- *Families with children/ older relatives*
- *Non-English-speaking people*
- *What resources are needed?*
 - *Food?*
 - *Off-road vehicles?*
 - *Blankets?*
 - *Shelter?*

2. Establishing contact with the emergency responders *(Enter details)*

3. How can we support the emergency responders? *(Enter details)*

4. What actions can safely be taken? *(Enter details)*

5. Who is going to take the lead for the agreed actions? *(Enter details)*

6. Any other issues? *(Enter details)*

Appendix C - List of Community Organisations

High School	01967 700105	
Coastguard (Stornoway)	01851 702013	
SSE/ Hydro	01463 728049	
Scottish Water	0800 077 8778	
Forestry & Land Scotland	0300 067 6650	
Roads Department	01349 886690	
Church of Scotland	01967 402234	
Fire Service	01397 707679	
Police		
Ambulance Service		
NHS – Dail Mhor/ Nurses	<u>01967 402481</u>	
Nurse Station Strontian	01967 402439	
Social Services		
Acharacle Medical Practice	01967 431231	
Community Council		
Community Company		
Highland Council		

Appendix D - Local Skills and Resources Assessment

Skill/ Resource	Who	Contact details	Location
SRG Emergency Response Grab Bag	SRG Member		Dalmhor.
Defibrillator		Access Code:	Wall of Shop, Strontian
High School		01397 700105	
Sunart Centre		01397 709228	
Village Hall with generator	Lillian Bannerman *		Village Centre
Strontian Hotel	Julie Shipley/ Jody McGarvey	01967 402029	Village
Ariundle Centre	Kate Campbell	01967 402279	Ariundle
Road Department	Highland Council	01967 402424 01397 703881	Back Road, Strontian
Fuel	Douglas Ryan	01967 402135	Post Office
Strontian Shop	Alastair Maclean	01967 402268	Village Centre
Post Office/ Shop	Douglas Ryan	01967 402135	Post Office
SSE Emergency Line	Alasdair MacLean	0800 300 999 01967 402268	www.ssepd.co.uk
Local Estates, farms & crofts		Known to Responders	
Community Fire Station	John MacDonald		School Road
Forestry Office		01967 402165	Anaheilt
Men's Shed (tools)	TBD James Hilder (keyholder)	?	Near community greenhouse/campsite
District Nurses Station	Fiona Burns	01967 402439	Opposite Forestry Office
4x4 vehicles & chainsaw	Duncan Cameron Colin Ferguson John Jones (no chain saw) Richard Livett John MacDonald		All in Village
Generator	Tim Coldwell James Hilder		Village Scotstown

	Julian Morris		Village
Skill/ Resource	Who	Contact details	Location
IT Skills	Dean Mann (Tony Gowland)		Ariundle
Media	Nic Goddard		Arderly
Power / electricity	Alasdair MacLean		Village
BT (Local Engineer)	Jaimie		Mallaig?
Catering	Bothy Bar & Restaurant Ariundle Centre Kilcamb Lodge Café Sunart	01967 402029 01967 402279 01967 402257 01967 402268	Village Ariundle Village Village

Appendix E - Actions and Decision Template

Time / Date/ person completing	Overview of Situation	Action Taken	Who informed

Appendix F - Health and Safety

- The SRG should carry out a risk assessment for volunteers and their tasks.
- Health and safety issues include
- Safety officers: remaining vigilant and checking safe access in and out of any building providing shelter
- Dangerous materials: locking away anything that may be dangerous i.e., keeping cleaning fluids and tools away from children
- Spills and trip hazards: clearing spills immediately to prevent falls and putting a warning sign at the site of the spill. Checking trip hazards are visible and displaying trip signs
- Reporting: asking people to take responsibility for themselves and reporting anything hazardous
- Activities: checking lifting and handling of equipment is in line with HSE
- Signs: displaying signs e.g., toilets
- Registration: registering anyone using a community shelter, including those helping
- Vulnerable people: taking particular care of young, unaccompanied children, vulnerable frail or disabled, or sensory impaired people. Checking there is always more than one person supervising
- Information: providing information to help people cope better •
- Allergies: e.g., allergies to fur and feathers if pets are near
- Smoking: no smoking in the building. Providing a bucket of sand outside the building
- Cleanliness: checking public health issues e.g., cleaning toilets and food handling
- Log: keeping a log of events and actions

Appendix G - Risk Assessment Form

Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating High Medium Low	Controls (When all controls are in place, risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls	Person responsible	Signature & date completed

Appendix H - Review of Plan

Date of review	Date for next revision	Details of changes	Changed by