

Educational visits to Wessex Water sites

Emergency procedures

Education Advisers (EAs) leading school visits tours on Wessex Water operational sites must be prepared for unforeseen incidents or accidents. In the event of an incident, EAs are to control the situation by liaising with visiting teaching staff, Wessex Water operational staff and emergency services as required.

Reporting the emergency

EAs are issued with a mobile phone and must carry them at all times. Mobile phones are to be kept charged at all times. Secondary means of communication (eg, land lines) are to be available.

First aid

Each EA is first aid trained and must assess if there is a requirement to call the medical emergency services. A first aid kit is carried by the lead EA and it is advised that the school first aider will administer first aid in the first instance and the EA will assist as required. A lead teacher or first aider is to remain with the injured person from the visiting tour.

Emergency services are to be summoned by dialling 999. In the event of using a land line, some telephones may require 9 to be dialled for an outside line.

The EA will give clear guidance and postcode to enter Operational Wessex Water sites. Where a site access code is required, operational staff may be required to release gates to open.

The second EA is to meet the medical emergency services and give specific directions.

All visitors are to remain together and will be taken to the educational centre or safe place to await further instruction.

Inform the Regional Operation Centre (ROC) on 01225 526800 and Site Controller or Operator.

Fire

In the event of a fire incident, local procedures are to be followed. Fire notices are posted at exits to education centres.

In general:

- 1 On discovery of a fire, raise the alarm by using a fire call point or shouting "Fire, Fire, Fire".
- 2 Do not fight a fire unless safe and trained to do so. Under no circumstances is personal safety to be jeopardised.
- 3 Leave the building by the nearest exit. School visits are to exit in an orderly manner and assemble at the assembly point as briefed in the initial induction.
- 4 EA will dial 999 and summon the FRS (the ROC will phone the EA to confirm the alarm).
- 5 EA is to ensure that clear guidance and postcode to enter Operational Wessex Water sites is given.
- 6 Account for all and remain at the assembly point until given further instruction.

Where a fire alarm is activated while undergoing the visit to the operational site, the EA will lead the tour to a place of safety or the assembly point and wait further direction from operational staff.

Under no circumstances are school visits to leave site until the Fire and Rescue Services have given permission.

Other

In the unlikely event of another type of emergency (eg, suspect package, chlorine gas leak) the EA will liaise with operational staff and follow instructions from them.

Follow-up procedures

All incidents in the first instance must be reported to the Site Controller or Operator and the ROC.

All accidents, near misses or serious events are to be reported using the Wessex Water H&S Event App. Details are to be recorded of injured people, including contact telephone numbers.

Copies may be requested by visiting schools and consideration must be given to GDPR.

In the event of a serious incident the Head of Health Safety and Security is to be notified on 01225 526195.



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Emergency contacts and addresses

Name	Address and what3words	Contact details	Nearest A&E
Holdenhurst WRC	Riverside Avenue BH7 7ES washroom.dares.leaps	Tim Stevens 07500 053521	The Royal Bournemouth Hospital Castle Lane East, Bournemouth BH7 7DW 01202 303 626
Sutton Poyntz WTW	Sutton Poyntz DT3 6LT hammocks.waltz.stray	Tim Stevens 07500 053521	Weymouth Community Hospital Melcombe Avenue, Weymouth, Dorset DT4 7TB 01305 760 022
Sutton Bingham WTW	Sutton Bingham BA22 9QL dollar.impressed.quits	Tim Stevens 07500 053521	Yeovil District Hospital Higher Kingston, Yeovil, Somerset BA21 4AT 01935 475 122
Blashford lakes	Ellingham Drove, Ringwood BH24 3PJ beak.denim.paint	Tim Stevens 07500 053521	The Royal Bournemouth Hospital Castle Lane East, Bournemouth BH7 7DW 01202 303 626
Saltford WRC	Mead Lane BS31 3ER choppy.jugs.forgotten	Sam Russon 07990 580503	Royal United Hospital Combe Park, Bath, Somerset BA1 3NG 01225 428 331
Trowbridge WRC	Bradford Lane BA14 9AX loft.maker.thanks	Sam Russon 07990 580503	Trowbridge Community Hospital Adcroft Street, Trowbridge, Wiltshire BA14 8PH 01225 711 300
Ashford WTW	Ashford TA5 2NQ contrived.comical.invite	Sue Goodland 07748 761237	Bridgwater Hospital Bower Lane, Bridgwater, Somerset TA6 4GU 01278 436 555
Weston WRC	Accommodation Road, Bleadon, BS24 0AP invite.party.began	Sue Goodland 07748 761237	Weston General Hospital Grange Road, Weston-super-Mare, Somerset BS23 4TQ 01934 636 363
Avonmouth WRC	Kings Weston lane BS11 0YS repeating.pushed.firmly	Sue Goodland 07748 761237	Southmead Hospital Brunel Building, Southmead Rd, Bristol BS10 5NB 01174 145 101

Each site has details available of how to get to the nearest A&E.



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