

Appendix C

In Case of Fire

Old Norwich Arms

- Raise the alarm by shouting '**Fire!**'
- Evacuate the building as quickly as possible, following the illuminated Exit signs and green evacuation signs. Close doors behind you.
- The back door has a thumb lock, so does not need a key to exit.
- Gather at the marked Assembly Point, which is in the meadow by the portacabin.
- **DO NOT** return to the building until you are told to do so.
- **DO NOT** attempt to put out the fire with the Fire Extinguishers provided. They are there to aid escape.
- Once you are safely out of the building, contact the Fire Service by telephoning 999.
- You are at:
The Old Norwich Arms, Burnham Road, South Creake, Nr Fakenham, NR21 9JF.

The Old Chapel

- Sound the alarm, situated to the left of the front door.
Follow above procedures.
- You are at:
The Old Chapel, next to The Old Norwich Arms, Burnham Road, South Creake, Nr Fakenham, NR21 9JF.

Accident and Medical Emergencies

- First aid boxes are situated on the bottom shelf of the dress in the entrance of The Old Norwich Arms indicated with a sign and on the left hand window sill of The Old Chapel.
- All accidents must be recorded separately and an investigation into the accident undertaken. Record all minor first aid administered by the first aider. Phone 111 if you need medical help fast, but it's not a 999 emergency.
- The nearest Accident and Emergency department is at The Queen Elizabeth 11 Hospital, Gayton Rd, King's Lynn PE30 4ET.

Kitchen & Food Hygiene

- Tell your course leader if you have any illness affecting your skin, nose, throat or bowels. Never cough or sneeze over food;
- Ensure cuts or sore areas are properly covered by an approved blue waterproof plaster located in Caterer's First Aid Box;
- Do not smoke in any food room. It is illegal and dangerous;
- Always wash hands immediately before handling food;
- Keep all equipment and work surface clean;
- Do not handle food more than is absolutely necessary;
- Cut food on the correct colour-coded cutting board;
- Ensure that waste food is disposed of properly;
- Ensure that waste bin lids are tightly closed at all times;
- Never prepare raw food and cooked food in the same area. Keep food covered;
- Perishable food should be kept refrigerated or boiling hot prior to being used.