

8.12 Emergency Procedure

Policy statement

We are committed to providing a safe play and working environment for both children and adults that come into our setting. The following sets out our response to emergencies that may occur in our setting.

Procedures

In the event of an emergency, the following procedures will be followed by staff:

If it is a serious accident:

- Call 999 providing location details and information as set out in the Emergency Plan.
- Seek additional adult assistance.
- Provide first aid as appropriate, inform parents/guardians (next of kin- details of which are held by the Manager in the grab bag).
- Return other children to the main camp and keep them calm with other activities such as reading a story (age dependant).
- Complete accident report form, inform HSE/complete RIDDOR forms. Assess risk assessments and make adjustments for the future if required.

If it is a minor accident:

- Staff will provide First Aid and parents/guardians informed.
- Complete accident report form, assess risk assessments and make adjustments for the future if required.

Staff will have access to a working mobile telephone throughout the sessions. This will be checked prior to the commencement of each session. A back-up mobile phone will always be in effect should there be a failure of the primary communication system.

Incidents leading to admittance to hospital for more than 24 hours or resulting in an injury preventing a person working for three or more days afterwards need to be registered with RIDDOR within 24 hours Tel 0845 3009923 (HSE - Monday to Friday 8.30am to 5pm).

Any incident or near miss must be subsequently investigated by the Safeguarding Lead and review existing controls and procedures.

See First Aid Policy for more details.

A copy of our Emergency Plan is displayed in the Kindergarten HQ, in the Kindergarten Cabin (within the First aid box) When the group are not near these locations, a copy will be kept with at least one member of staff at all times:

Emergency Plan:

Kindergarten HQ Address: Church Rooms, Church Street, Pensford BS39 4AQ.

Woodland Location: Hidden Valley Copse at Bullins Batch, Bye Mills, Belluton Pensford.

Grid Reference: ST 61321 63852

Grid Reference (6 figure): ST613638

X (Easting) : 361321 Y (Northing) : 163852

Latitude : 51.372397 Longitude : -2.5570571

Nearest address for vehicle access for Woodland: Byemills Cottage, Pensford, Bristol BS39 4JL

Air Ambulance landing site for Woodland: Open field directly to the western side of the woodland.

MEDICAL EMERGENCY

If injuries are deemed to be life threatening or life changing call 999 immediately and ask for an ambulance.

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (details above)
- c. Provide the name of the child and a brief description of their symptoms
and
- d. Your name and phone number from which you are calling.

Do not move casualty unless absolutely necessary.

Notify the Instructor who is qualified in First Aid to provide the required assistance prior to the arrival of the professional medical help.

If the instructor is not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds
2. Clear the air passages
3. Perform CPR if necessary
4. Place in the recovery position

Contact the parents to inform them of the situation

A member of staff will stay with the child until the parent/carer arrives. If a parent/carer does not arrive before the student is transported to hospital, a member of staff will accompany the child in the ambulance.

Complete accident report form, inform HSE/complete RIDDOR forms. Assess risk assessments and make adjustments for the future if required.

Nearest Accident and Emergency Centre:

Bristol Royal Infirmary, Upper Maudlin St, Bristol BS2 8HW

7.7 miles / 25 minutes by car.

This policy was adopted by	Hidden Valley Bushcraft	<i>(name of provider)</i>
On	23/08/2017	<i>(date)</i>
Date reviewed	20/10/2019	<i>(date)</i>
Date to be reviewed	20/10/2020	
Signed on behalf of the provider	<i>L Goldsmith</i>	
Name of signatory	Louise Goldsmith	
Role of signatory (e.g. chair, director or owner)	Owner	