



Forest School Emergency Action Plan

Most emergencies can be resolved on-the-spot by the leader removing the group from potential threat and providing First Aid. However, in the event of a serious incident, which could arise as a result of an injury, illness or threat, emergency services should be contacted and the following procedures followed:

1. Secure safety of whole group from further danger. Stop all work/activities if safe. Call in (whistle blow) and locate group promptly as agreed with group in advance. If possible, remove whole group from any further danger or threat of danger.
2. First Aider to attend to any casualties with adult helper and with regard for maintenance of required supervision ratios for the rest of the party. At least one First Aider must be on site at all times. A record of changes in casualties' state and anything administered to them to be made if possible.
3. Emergency services contacted as necessary, ideally by an adult helper. Charged mobile phones are carried by staff. Designated member of staff to meet emergency vehicle at the entrance where possible/necessary. Give following grid references to 999 operator:
SD8844916983 or ///boat.poet.until
4. Safety of the rest of group will be maintained by the remaining staff and adults away from the scene of the incident. They will be walked safely back to school.
5. Informing next of kin should be carried out as soon as practicable after the incident by the Head Teacher or Base Contact (if the Head Teacher is unavailable).
6. School management must be informed of any major incident as soon as possible. Following this as soon as is possible it must be reported via EVOLVE and OFSTED.
7. Incident report and/or first aid book should be filled in on site if possible and then logged back at the School Office. This should be filled in whenever the emergency plan is used even if no one was harmed and it was just a near miss.

Aftercare program for the persons directly involved in the management/ dealing of the incident: make sure they are okay, if not then stop the session and future sessions if necessary. Wellbeing of the Forest School leader and staff/ volunteers is extremely important.

Written by Charlotte Clutterbuck: 1.11.21

Reviewed: 25.7.22

