



EMERGENCY PROCEDURES POLICY

1. Introduction

2.1. Despite the best planning and leadership, unforeseen emergencies or accidents may arise. On such occasions visit leaders may need the support, advice and management skills of others.

2.2. The following details contained in this Emergency Procedures are designed to ensure the rapid transfer of information, enlist services and assistance and to deal with the possible attentions of the media.

2. Duty of Care

2.1. Whilst taking reasonable care for themselves and others, visit leaders should not hesitate to take life saving action in an extreme situation.

2.2. The visit leader retains the legal duty of care and should take charge of an incident until relieved by police, doctor, ambulance crew or rescue team.

3. Extent of Emergencies

3.1. The majority of incidents are managed at a local level, by the visit leader and do not require additional support.

3.2. Some incidents result in injury. Again, in the vast majority of cases, injuries sustained are very minor, and are often caused by non-activity related factors, e.g. a child falling over whilst playing. Local staff, visit leaders and staff should be accustomed to responding to this sort of incident.

3.3. Occasionally, an incident may result in more severe injury or a more serious incident may occur. In these situations, support may be required to assist the visit leader.

3.5. These emergency procedures detail the action that should be taken in the event of a serious incident.

3.6. A laminated, copy should be taken by all visit leaders and has been placed in all first aid kits and in the school cars.

4. Preparation Before the Visit

4.1. Visit leaders should talk through emergency procedures to ensure all visit staff are briefed in the safety procedures and aware the emergency contacts.

5. Emergency Contacts

5.1. The emergency contacts have been identified as the Harry Howells (Headteacher) or Steve Miller (Director) if the Headteacher is not available.

These contacts should ensure that between them they are available to support in the event of an incident (and provide 24-hour per day support by telephone for residential trips).

5.1.1. School Emergency Contact Details are:

- Harry Howells : 01452 702205 or 0780565821
- Steve Miller : 01452 849959

5.2. Readily available within the School Office are:

- A copy of the 'off site visit form' in the file in the main office for any trip.
- Parents contact details
- A full list of names, addresses and telephone numbers of parents of all pupils. (Where parents are away from home during the visit, or where there is no home telephone, alternative emergency contact arrangements must be made)
- A list of the next of kin of all adults on the visit

5.3. Visit Leaders should have with them on the trip:

- A copy of the School off-site visit form
- A written summary of these emergency procedures should be part of the visit leader's paperwork and available in first aid kits.

6. Serious Accidents or Emergencies

6.1. In the event of a serious accident or emergency , control and supervision of the group is key. The Visit Leader should:

- Assess the situation.
- Account for **ALL** other group members and ensure their well-being.
- Immediately inform all group staff of the problem; share it; clarify actions to be taken and by whom.
- Agree who will be the co-ordinator and person dealing with communications.
- Establish the names and numbers of people involved in the incident and, if injured, call emergency/ rescue services where necessary.
- Ensure that the injured are accompanied to hospital wherever possible by an adult known to them.
- Clarify with the rest of the group what has happened and your consequent course of action

7. Information & Communication

7.1. In the event of an accident or emergency Visit Leaders and/or designated deputy as appropriate should:

- Alert emergency contact with precise details as soon as practical.
- Do not release names of involved or injured participants other than to official sources such as police, medical services.
- Ensure relevant telephones are staffed and log all calls.
- Restrict access to telephones until your emergency contact at base has been alerted, with precise details.
- Staff must NOT have any direct dealings with the media.
- If the incident is serious, the visit Leader should alert the Headteacher, or Deputy who will then contact the relevant Director

8. Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR)

8.1. In compliance with HSE regulations, all incidents must be recorded and those that that require further action must follow the RIDDOR procedures.



9. Policy Review

9.1. This Policy was reviewed May 2019 and will be reviewed again by June 2020.