



OFF-SITE EMERGENCY PROCEDURES

1. Introduction

1.1. In any trip or visit outside of Hartmore School, however comprehensive and effective the planning and leadership maybe, not all be controlled for in advance. Unforeseen emergencies or accidents still may arise. This Policy provides guidance for such circumstances, including ensuring the rapid conveyance of information, enlistment of services, assistance etc.

1.1.2. This Policy should be read in conjunction with the *Off-Site Visit* Policy.

1.2. The following emergency procedures are designed to ensure the rapid conveyance of information, enlistment of services, assistance etc.

1.3. This Policy also covers the possible attention and interest of the media, and how such should be effectively managed.

2. Duty of Care

2.1. Visit Leaders have a duty of care not only to their pupils, but their colleagues and general public. It is not possible to detail every possible contingency in a policy such as this. As a guiding principle Visit Leaders should not hesitate to take life saving action in an extreme situation, whilst taking reasonable care for themselves and others.

2.2. If any such emergency arises, the Visit Leader retains the legal duty of care and should take charge of any incident until relieved by police, doctor, ambulance crew or rescue team.

3. Extent of Emergencies

3.1. The majority of incidents can be managed at a local level by the Visit Leader and do not require additional support.

3.2. Some incidents may result in injury. Again, in the vast majority of cases, injuries sustained will be 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 and well-practised in 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.

3.4. These emergency procedures detail the action that should be taken in the event of a serious incident. **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. Prior to any visit, Visit Leaders must thoroughly brief colleagues in all emergency procedures to ensure all visit staff are fully cognisant of safety procedures, and aware of the necessary emergency contacts (see *Off-Site Visit Policy*).

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

4.2.1. 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).

4.3. The school should have easily available in the main office.

- 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.

4.4. 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.

5. In the Event of a Serious Accident or Emergency

5.1. Control and supervision of the group

- 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.

6. Information and communication

- Alert your 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 Head, or Deputy who will then contact the Directors.

7. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR):

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

School emergency contact details:
Harry Howells : 01452 702205 or 0780565821
Steve Miller : 01452 849959