



Accident and Emergency Procedure

Policy statement

The Nature Box Forest School takes the safety of the staff and the children in our care very seriously. We have carried out risk assessments for the forest school activities and have put safety measures in place as identified. However, sometimes accidents or incidents do occur and this document sets out how they will be dealt with.

Legal Framework

Statutory Framework for the Early Years Foundation Stage 2017
The Management of Health and Safety at work Regulations 1999

This procedure should be read in conjunction with:

Fire Safety policy
Use of tools policy and procedure
Missing child procedure
Lockdown procedure

In the event of an emergency:

Fire

The trained adult in charge of the fire:

- Must raise the alarm by shouting "Fire"
- Assess the situation for danger to the group
- If safe to do so extinguish flames by use of water stored by fire and the fire blanket.

If the situation is assessed to be a risk to the children:

- The session leader will collect the register and lead all the children to a safe area where they will conduct a headcount; if this headcount identifies a missing child or adult, available staff members (not engaged in safeguarding the evacuated children) will return to find them (if at all possible).
- If deemed necessary, phone emergency services requesting fire service giving the Postcode of the site S6 5HE. The nearest parking for the fire engine is on Wood Lane.
- If possible, send a member of staff down to the road to meet them.
- When the group is safe and away from the area an adult will phone a member of management who will help as necessary i.e. organise back up, help accompany children back to base site.

The children should be returned to base site and their emergency contacts phoned if deemed necessary.

Injury to adult/child

The trained first aider should:

- Attend to any casualty and make as comfortable as possible given the circumstances
- Administer First Aid
- If deemed necessary, phone emergency services requesting ambulance giving the what 3 words grid reference for location of Base site Postcode and details:

Wood Lane Countryside Centre
Stannington
Sheffield
S6 5HE

- The nearest parking for an ambulance is on Wood Lane. If in the woods, instruct the ambulance of nearest area to park.
- Send a member of staff down to the road to meet the ambulance.

Staff member to phone a member of management immediately. They will call the injured child's parent or adults emergency contact. If required the committee member will provide support to the staff i.e. organise back up, help accompany children back to base site.

The children should be returned to the pavilion and their emergency contacts phoned if deemed necessary.

Missing child

If during the course of the session a headcount identifies there is a missing child our procedure will be put into action.

Following the procedure staff will initiate a search for the missing child. The remaining staff will keep the other children safe, depending on group's position the decision may be taken to return to the pavilion while the search continues.

One staff member to phone a member of management immediately to request additional support.

Management will call the missing child's parent.

The children should be returned to the site and their emergency contacts phoned if deemed necessary.

Intruder

Any staff member seeing a stranger approaching the forest school environment should raise the alarm.

The session leader should quickly assess the situation and:

Either

- Two staff members should approach intruder
- The intruder should be asked to move away from the area
- The intruder should be directed back to nearest path
- Staff should accompany intruder off site

Or

- Immediately initiate a lockdown procedure

- The session leader will collect the register and lead all the children in their care to a safe area away from intruder
- If deemed necessary, phone emergency services requesting police giving what 3 words grid reference for area of use.
- Keep the children calm and safe.

When the group is safe and away from the area an adult will phone a member of management who will help as necessary i.e., organise back up, help accompany children back to base site.

The children should be returned to base site and their emergency contacts phoned if deemed necessary.

After the incident

An incident report should be completed as soon as possible. All staff, volunteers involved should be asked to contribute to the report to ensure as much information as possible is collected.

Any accident/incident should be investigated to see what went wrong, any contributory factors and lessons that can be learnt.

The prime objectives of any investigation should be to:

- determine the sequence of events leading to the accident/incident
- establish any unsafe acts and/or unsafe conditions that were the direct causes of the accident/incident
- determine any human, organisational and/or job factors that gave rise to the unsafe acts and/or conditions
- prevent a recurrence by initiating a short-term action to eliminate the direct causes and establishing a longer-term programme to correct and control the underlying human, organisational and job factors
- inform risk assessment.

Confidentiality must be maintained after the incident as information may be used in any subsequent legal proceedings.

Under no circumstances should any individual contact or speak to the press.

Sheffield City Council, Ofsted, Health and Safety Executive (HSE) and our insurers will be informed as required.

Emergency contacts

Emergency Services 999/111

Charlotte Middleton – Manager 07544768487/07790413833

Laura Gregory – 07544768487/ 07842370031