

# Health and Safety

## Emergency and serious incident plan

Kate Whyatt trading as *Wild as Well*, has in place a number of procedures and processes, including risk management and dynamic risk assessment, which aim to reduce the risks of a serious accident or incident. These are created for each session and any outdoor environment.

However, on occasions the unforeseen will happen and it is important that in such an event we have the ability to respond quickly and efficiently in order to:

- **Provide immediate support for those affected.**
  - **Get help to the scene to provide support and control.**
  - **Help the emergency services by providing important information.**
1. secure safety of whole group/other participants from further danger. Stop all work/activities if needed. Call in 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. Give following address to such services.
  4. Safety of the rest of group will be maintained by the remaining staff, volunteers and adults away from the scene of the incident.
  5. Immediately report any major injury or fatality
  6. Informing next of kin should be carried out as soon as practicable
  7. Incident report completed and logged
  8. 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 24hours Tel 0845 3009923 (HSE - Monday to Friday 8.30am to 5pm).
  9. First aid kits must be restocked after use and a stock check carried out every 6 months.

Any incident or near miss must be subsequently investigated to review existing controls and procedures

*(Last reviewed November 2024)*