



EDVENTURES | POLICY SUITE

First Aid and Emergency Procedures

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Legal entity	EJFVENTURES LTD (company number 16938508), trading as Edventures
Version	1.0 — harmonised edition
Policy owner	Edward Fairnington, Owner and Responsible Manager
Approved by	Edward Fairnington
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Next scheduled review	16 October 2027
Review frequency	Annually, or earlier following significant change or incident
Approval signature	_____

1. Purpose and scope

Edventures is committed to providing appropriate first aid arrangements and effective emergency procedures to protect participants, workers, contractors and other persons who may be affected by its activities.

This policy applies to all independently organised Edventures activities, including youth climbing clubs, adult wellbeing experiences, outdoor learning, recreational activities and sessions delivered within hired premises.

Where Edventures hires school or other premises, it is responsible for coordinating first aid and emergency arrangements for its participants during the agreed period of supervision. The premises provider remains responsible for those matters allocated to it under the hire agreement and applicable law.

Edventures will establish suitable arrangements with each venue before activities commence and will not assume that school first aiders, reception staff or other employees are available outside normal operating hours.

2. Responsibilities

2.1 Owner and responsible manager

Edward Fairnington, as Owner and Responsible Manager, is accountable for ensuring that:

- Suitable first aid and emergency arrangements are identified through risk assessment.
- Appropriate first aid cover, equipment and communication arrangements are available.
- First aid qualifications are verified and recorded before deployment.
- Venue-specific emergency arrangements are agreed and documented.
- Workers understand their responsibilities and escalation procedures.
- Accidents, incidents and emergencies are recorded and reviewed.
- Required statutory, safeguarding and insurance notifications are assessed and completed.
- Emergency exercises are arranged, documented and reviewed.
- Corrective actions are implemented and monitored.

2.2 Session leader

The designated session leader is responsible for implementing the approved emergency arrangements and completing the pre-session safety checks.

The session leader must establish the identity of the appointed first aider, confirm the available emergency equipment, identify the emergency meeting point and ensure that participants can be accounted for.

The leader has authority to suspend, adapt or cancel an activity where essential emergency controls are unavailable or ineffective.

2.3 Appointed first aider

The appointed first aider must hold an appropriate, current first aid qualification obtained through an external provider.

They are responsible for providing first aid within their competence, recognising when emergency medical assistance is necessary, maintaining appropriate records and reporting shortages or deficiencies in equipment.

2.4 All workers

All workers must follow emergency instructions, promptly report incidents, assist within their competence and maintain appropriate participant supervision.

No worker may undertake clinical procedures or administer medication beyond their competence, authorisation and agreed responsibilities.

3. First aid needs assessment

Edventures will determine suitable first aid provision through a documented assessment considering:

- Activity type, hazards and potential injury severity.
- Number and ages of participants.
- Medical, disability and access requirements.
- Location, remoteness and emergency service response considerations.

- Instructor-to-participant ratios and supervision arrangements.
- Available communications and emergency access.
- Duration of activity and availability of replacement staff.
- Requirements imposed by applicable legislation, venue agreements, awarding bodies and relevant national governing bodies.

The assessment will specify the appropriate first aid qualification, number of first aiders, required equipment and any additional arrangements.

For remote outdoor activities, an appropriate outdoor first aid qualification and additional emergency equipment may be required.

For indoor climbing activities, the first aid provision must reflect the activity risk assessment and any applicable qualification or venue requirements.

A first aider must not be assigned a role that prevents them from providing effective emergency care when needed.

4. Qualifications and competency

Edventures will verify first aid qualifications before a worker is appointed to provide first aid.

The qualification register will record the worker's name, qualification title, awarding body or training provider, completion date, expiry or renewal date, relevant activity suitability and evidence checked.

Qualifications must remain current throughout the period of deployment. Where a qualification has expired, the worker must not be counted towards the required first aid provision until suitable evidence of renewal or replacement is obtained.

Where applicable, the manager will check that qualifications meet relevant national governing body requirements.

Edventures does not deliver first aid training internally. All required qualifications and formal refresher courses must be obtained externally.

Operational emergency briefings and exercises may be delivered internally but do not replace formal qualifications.

5. First aid equipment and facilities

Each session must have access to suitable first aid equipment, selected according to its first aid needs assessment.

Before delivery, the session leader or appointed first aider must check:

- First aid kit availability, condition and accessibility.
- Required specialist equipment and protective supplies.
- Stock levels and any applicable expiry dates.

- Availability and location of an automated external defibrillator (AED), where one is provided.
- Emergency medication arrangements under individual support plans.
- Access to a suitable place to administer first aid while preserving dignity.

Equipment used, damaged, contaminated or expired must be replenished or replaced promptly.

First aid kits must be inspected before use and formally reviewed at least quarterly, with inspections and replenishment recorded.

An AED is not presumed available unless its location, accessibility and operating arrangements have been confirmed.

6. Pre-session emergency preparation

Before every session, the leader must confirm that:

1. A suitable first aider is present or otherwise available in accordance with the assessed arrangements.
2. Required equipment is present and serviceable.
3. The venue address, postcode or outdoor grid reference is known.
4. Emergency service access and rendezvous points are identified.
5. A functioning method of emergency communication is available.
6. Relevant participant medical and emergency contact information is accessible securely.
7. The current attendance register is available.
8. Fire, evacuation, lockdown and other relevant site instructions are understood.
9. Staff know their emergency responsibilities.
10. There is a workable plan for supervising the remaining group during an emergency.

Any significant deficiency must be resolved before activity starts. Where safe provision cannot be established, the session must not proceed.

7. General emergency response

In an emergency, workers must prioritise life safety and act within their competence.

The session leader or person assuming control must:

1. Stop the activity and prevent further exposure to danger.
2. Assess immediate hazards without placing others at unnecessary risk.
3. Call 999 or 112 where emergency assistance is required.
4. Arrange first aid within the appointed first aider's competence.
5. Allocate a worker to supervise and account for other participants.
6. Arrange for emergency responders to be met and directed to the incident location where safe.
7. Contact the parent, carer or nominated emergency contact as appropriate.
8. Inform the responsible manager as soon as practicable.
9. Notify the venue contact where premises assistance is needed, the premises are affected or the hire agreement requires notification.

10. Record decisions, actions, communications and times.

Where the session leader is injured or unable to act, the nominated deputy assumes operational control.

Workers must not delay an emergency call while attempting to contact the manager or obtain parental permission.

8. Medical emergencies

A medical emergency may include serious injury, loss of consciousness, severe breathing difficulty, suspected anaphylaxis, seizure, severe bleeding, suspected spinal injury or another potentially life-threatening condition.

The appointed first aider must assess and respond within their competence and follow current recognised first aid guidance.

Emergency medication must be managed according to the participant's individual plan and EDV-POL-015, Medical Needs and Medication Procedure.

Where emergency services are contacted, the leader must provide accurate information about the location, incident, casualty, hazards and access arrangements.

The casualty must not be moved unnecessarily where movement could increase injury, except where required to avoid immediate danger or as directed by emergency responders.

9. Children and young people

Edventures will maintain appropriate supervision and safeguarding arrangements throughout an emergency.

An injured or unwell child must not be left without appropriate care.

The leader must arrange timely contact with the parent or carer and ensure that any handover is recorded.

Where a child is taken to hospital, the leader will consider emergency service advice, parental availability, the child's welfare and the supervision needs of the remaining group.

An Edventures worker may accompany the child only where appropriate and where safe arrangements exist for the other participants.

Where this is not possible, the leader must inform emergency responders and parents or carers and record the arrangements agreed.

The leader must not assume that venue employees will take over supervision unless this has been expressly agreed.

10. Fire and evacuation

Edventures will follow the agreed fire and emergency evacuation arrangements for each hired venue.

Before use, the leader must confirm alarm arrangements, available escape routes, emergency exits, assembly points, evacuation assistance arrangements and after-hours responsibilities.

On discovering a fire or hearing an evacuation instruction, workers must follow the site's fire procedure, alert emergency services as required, direct participants to safety and account for everyone at the designated assembly point.

Workers must not re-enter premises until authorised by the appropriate responsible person or emergency services.

Missing persons must be reported immediately to emergency responders, together with their last known location.

Outdoor activities must have equivalent arrangements for moving away from hazards and identifying a safe rendezvous point.

11. Lockdown and security emergencies

Where a hired venue operates a lockdown or security procedure, Edventures must obtain and understand the relevant instructions before delivery.

Workers must follow the agreed procedure, prioritising immediate safety and avoiding actions that unnecessarily expose participants to danger.

Where there is an immediate threat to life, call 999 when safe to do so and follow police instructions.

The leader must account for participants where safely possible, maintain supervision and communicate with the venue and parents or carers when appropriate.

Information about a developing security incident must not be shared publicly in a way that compromises safety.

12. Missing participant

If a participant is unaccounted for, the leader must immediately secure supervision of the remaining group, check the attendance and authorised departure information, establish the last known location and initiate the missing participant procedure under the Edventures Safeguarding Policy.

Police must be contacted without delay where the circumstances indicate immediate danger, a high-risk disappearance or a suspected abduction. Staff must not wait for a fixed search period where risk warrants immediate escalation.

The manager, parent or carer and venue contact must be informed as appropriate, with all actions and times recorded.

13. Outdoor and environmental emergencies

Outdoor activity plans must identify foreseeable emergency conditions, including severe weather, difficult terrain, lost communications, illness, injury, access restrictions and delayed rescue.

The session leader must consider weather forecasts, route conditions, participant capabilities, emergency access and the availability of safe alternatives before departure and during delivery.

Where conditions exceed the agreed operating limits, the activity must be changed, shortened, relocated or cancelled.

For remote incidents, the leader must provide an accurate grid reference or coordinates to emergency services and request the appropriate specialist rescue service through the police where required.

14. Operational disruption and cancellation

Each activity plan must identify foreseeable failures involving staff availability, equipment, access, transport where provided, communications, weather and other critical arrangements.

The manager or leader must determine whether suitable alternative controls are available.

Activities must not proceed where essential first aid, supervision, safeguarding, access or emergency communication arrangements cannot be maintained.

Participants and parents or carers must be informed of cancellations or significant changes through the agreed communication channels.

15. Notifications and incident records

All first aid treatment, injuries, significant illness, emergencies and relevant near misses must be recorded promptly in accordance with the Edventures Incident and Accident Reporting Procedure.

Records must include factual information about the incident, treatment, persons involved, witnesses, communications, decisions and subsequent actions.

The Responsible Manager must assess whether notification is required under RIDDOR, safeguarding arrangements, insurance conditions, contractual obligations or other applicable requirements.

RIDDOR reporting is not automatic for every injury. Reportability must be assessed against the relevant legal criteria, including whether the incident is work-related and the applicable injury or event threshold.

Sensitive medical and safeguarding information must be stored securely and accessed only by authorised persons.

16. Emergency exercises and briefings

Edventures will undertake suitable emergency exercises to check the effectiveness of its procedures.

These will include a tabletop discussion, practical walk-through or other proportionate exercise:

- Before first delivery of a new activity or at a new venue.
- At least annually thereafter for continuing activities and venues.
- Following a material change affecting emergency arrangements.
- Following a significant incident where a further exercise would help verify improvements.

Exercises must consider realistic scenarios, relevant responsibilities, communications, evacuation, emergency access and participant supervision.

The activity lead must record the date, location, scenario, participants, observations, deficiencies, corrective actions, owners and completion dates.

Where hired premises are used, exercises must be coordinated with the venue where appropriate. No live alarm activation or disruption to venue systems may take place without the host's agreement.

17. Monitoring and review

The Responsible Manager will review first aid and emergency arrangements at least annually and following:

- A significant incident or near miss.
- Changes to activity, venue or participant requirements.
- Changes to legislation or relevant professional guidance.
- Findings from an emergency exercise.
- Changes in staffing, qualifications or emergency equipment.

Actions will be assigned to a named person, given a completion deadline and checked for implementation.

18. Related documents

This policy should be read alongside:

- EDV-POL-002 — Health and Safety Policy.
- EDV-POL-015 — Medical Needs and Medication Procedure.
- Edventures Incident and Accident Reporting Procedure.
- Edventures Safeguarding Policy.
- Edventures Lone Working Policy.
- Edventures Data Security Procedure.
- Relevant activity risk assessments, venue hire agreements and emergency plans.

19. Approval

Approved by: Edward Fairnington, Owner

Signature: *Original signed*

Date: 16 October 2026

Next review: October 2027

Controlled supporting-document cross-reference (2026 consolidation)

Pre-session checklist: EDV-CHK-OPS-01; emergency action plan EDV-FRM-FA-02.

This note identifies the current supporting document without altering the substantive policy duties or replacing required operational approvals.