

# Emergency Action Plan – Forest School

## 1. General Preparedness

- All sessions must be planned, prepared, risk assessed, and facilitated by a qualified level 3 Forest School Leader.
- Qualified level 3 Forest School Leaders will have up to date Outdoor First Aid training.
- There will be a qualified first aider on site at all times.
- Carry an emergency kit every session, which includes: a first aid kit, a mobile phone with What-3-Words and emergency contacts, a register including allergies, a whistle, water, snacks, and any children's medication (e.g. inhalers, EpiPens).
- Conduct daily site risk assessments (weather, hazards, ground conditions) before activities start, and dynamic risk assessment during the sessions.
- Pre-designated assembly points will be well-known to all staff and learners and integrated into each session through registering/head-count routines.

## 2. Emergency Contacts & Communication

- Maintain up-to-date contacts: emergency services (999), parents/carers, and a nominated off-site contact.
- Ensure the mobile phone has adequate signal before splitting the group. If not, send an adult to the nearest point with a signal.
- Share emergency procedures with all adults on site at session start.

## 3. Incident Response

### A. Injury/Illness

1. A qualified first aider must assess and administer first aid.
2. For serious injuries or life-threatening situations, call 999 immediately and state precise location using What-3-Words.
3. Remove other children safely away from the scene, supervise in pre-designated assembly point.
4. Inform parents/carers as soon as is practicable.

## **B. Missing Child**

1. Sound whistle/alert to stop all activity.
2. Conduct headcount at a pre-designated assembly point.
3. Search the area quickly while other learners are supervised at assembly point.

## **C. Intruder**

1. Sound whistle/alert to stop all activity.
2. Conduct headcount at a pre-designated assembly point.
3. Notify the police where necessary.

## **4. Activity-Specific Controls**

### **Tools**

- Tools only used with prior risk assessment, dynamic risk assessment, demonstration, and adult supervision.
- An itinerary of tools will be kept at the start and end of activities, and kept in a secure tool box.
- Tools will be used in a designated, supervised space, with the tool box easily accessible.
- Stop tool use immediately if an incident occurs; make sure to secure tools before attending to an injured child.

### **Fires**

- Fires only used with prior risk assessment, dynamic risk assessment, and are lit by the Level 3 qualified Forest School Leader.
- Keep fire suppression tools (e.g. water bucket, fire blanket) easily accessible, on-site.
- Children stay at a safe distance from the fire, and are supervised at all times when approaching the fire.
- Ensure that the fire is completely extinguished at the end of the session.

### **Climbing**

- Climbing is only facilitated with prior risk assessment, dynamic risk assessment, and is supervised at all times.

## **5. Evacuation Procedure**

- Trigger: severe weather (such as extreme winds), wildfire risk, escaped animal, intruder, or major hazard.
- Sound two whistle blasts to signal evacuation.
- Gather group to pre-designated assembly point; take register and do a head count.
- Evacuate site if necessary to a pre-designated safe location, made known to all emergency contacts.
- If necessary contact parents for early collection.

## **6. Record Keeping**

- Record all accidents/near misses in the Accidents, Incidents, and Near Misses Log.
- Review and update risk assessments, Incidents, Accidents, and Near Misses Policy, and Emergency Action Plan annually or after significant incidents.