



Emergency Evacuation and Cancellation Policy

1. Purpose:

The aim of this policy is to ensure the safety of all students, staff, volunteers, and visitors at Ambleford Forest School in the event of an emergency that necessitates evacuation.

2. Scope:

The purpose of this guidance is to ensure that any emergency situation can be dealt with in a pre-planned and organised manner to maintain the safety of all persons and co-ordinate an evacuation safely and calmly.

3: General Evacuation Procedures:

- The Forest School Leader will brief the students on the evacuation procedure at the beginning of each session.
- They will identify and visit the muster point. This is the Welcome Hut next to the car park. If for any reason the welcome hut is unsafe, an alternative will be communicated as necessary.
- The Session Leader will ensure all students are familiar with the closest exit from the site.
- The evacuation signal is the continuous hoot or whistle by the Forest School Leader that the students will be familiarised with.
- The Forest School Leader will do a head count and check each person off against the attendance register.
- The students will be led from the woodland along a path to the designated muster point.
- When the muster point is reached the Forest School Leader will once again check everyone is present against the register.
- When all students are accounted for the group will be informed as to the next steps as noted in the contingency plan.

4. Evacuation/cancellation in the case of extreme weather conditions:

In the case of extreme weather conditions that occur during the session such as storm/high winds (above 35mph), it may be necessary to evacuate the woodland. A session may be shortened if temperatures will consistently be below 0 or above 35 celsius for the duration of the session.

5. Cancellation:

Ambleford School of Rural Skills retains the right to cancel/postpone a session if it is deemed unsafe to do so. In the event of extreme weather conditions, the woodland Learning session will

be moved to a safe venue such as the Roundhouse. If this is not possible, the session will be postponed. A session will not go ahead if wind speeds reach 35mph or more for over an hour.

6. Evacuation in the event of serious accident:

On being alerted to a significant injury the Forest School Leader will assess the situation, the nature and extent of the injury/accident. The trained Forest School First Aider will take charge of the situation and allocate roles. They will ensure that the rest of the group are safe from danger and are adequately supervised. If necessary, the group will be evacuated following the procedure set out above. The nominated First Aider will attend to the casualty, giving first aid if necessary. An incident report will be completed following the event.

7. In case of injury:

If anyone sustains an injury or illness which cannot be treated by first aid on site and requires medical assistance:

- In serious cases, 999 should be dialled using a mobile phone carried by the Forest School Trainer. This should be done after the casualty has been assessed by the trained first aider and there is information on the nature of the injury.
- The remaining trainees will be directed away from the incident unless they are taking an active role in attending the incident.
- If possible, an adult will go to meet the ambulance at the site entrance nearest to road access and direct the crew to the incident site.
- If the injured party is taken to hospital, an adult will travel with them. Their next of kin will be alerted and updated about the situation by a nominated adult.
- Contact details for trainees is held in the Forest School Leaders file located in the backpack.
- In minor cases, the Forest School Trainer will arrange for the injured party to be taken to the hospital, doctor or home.

8. Requesting attendance by Emergency Services:

Dial 999 and ask for the emergency service. Be ready with the following information:

1. Telephone number (mobile number if call is made on a mobile)
2. Details of your location - Site details are noted on the site assessment kept in the First Aid Box.
3. A brief description of the problem (for example, if you are requesting an ambulance, you will need to describe the symptoms of the person who is injured/ill that will have been identified by the first aider attending the casualty)
4. State that the crew will be met by a staff member at the entrance to the location of the site.
5. Speak clearly and slowly and be ready to repeat the information if asked.

Exact site details can also be found on the Risk Assessment document in the Roundhouse.

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