



Woodventurers Emergency Evacuation and Cancellation Procedures

Evacuation in the case of serious accident

On being alerted to a significant injury the Woodland Tutor will assess the situation, the nature and extent of the injury/accident. The trained 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. The nominated First Aider will attend to the casualty, giving first aid if necessary. An incident report will be completed following the event.

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 Woodland Learning tutor.
- The other group members will be supervised away from the incident and if in danger, will be moved to safety.
- When working in a remote location, if possible, a member of Woodventurers staff will meet the ambulance at the site entrance and direct the crew to the incident site.
- If the injured child is taken to hospital, one member of staff will go with them and the child's parents/carers will be updated about the situation by the staff remaining at the site.
- In minor cases, the Woodland Learning Tutor will arrange to contact the parent of the injured child so they can be collected and taken to the hospital, doctor or home.

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 – nearest postcode/access point/grid reference.
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)
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.

Our woodland site details are:

Bramblewick Woods, Portway Drove, Hardwick.

Nearest postcode: CB23 7QF

Grid reference: 52°12'18.6"N 0°00'00.0"W

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. This is subject to change depending on the needs of the students.

Evacuation procedure:

At the beginning of the first session, the Woodland Tutor will brief the students on the evacuation procedure including the indication call for them to return to the Lead Woodland Tutor. The Woodland Tutors will ensure all students are familiar with the closest exit from the site.

The Woodland Tutor will do a head count and check each person off against the attendance register. The students/staff/volunteers will be lead from the working site to a place of safety.

Cancellation:

Woodventurers retain 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. If this is not possible, the session will be postponed.

A session will not go ahead if wind speeds reach beyond 35mph or if the season and/or location dictates that the wind speed will pose a risk to tutors/staff/students.