



Evacuation Procedures

Dangerous Weather conditions

We take health and safety and the wellbeing of our learners seriously so there may be scenarios in which we need to leave the site. This may be the weather conditions deteriorating during a session that then creates a danger to learners/tutors or in the case that the weather conditions become problematic or distressing for the learner. This also includes leaving the woodland site due to a serious accident or incident. In any of these cases we will follow the procedures outlined below.

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 tutor making the call. The Woodland Tutors will ensure all students are familiar with the closest exit from the site.

If weather conditions deteriorate during the session such that it becomes dangerous and/or extremely problematic and distressing for a learner to remain in the woods, tutors may need to end a session early. Tutors must first contact the co-ordinator and make a joint decision. If early finish is agreed, the tutor will arrange for the learner to be collected early. The co-ordinator will inform the learner's setting.

If the wind is gusting above 35mph, the tutor deems it to be too unsafe to continue and they are unable to speak to the SLT, they should follow the evacuation procedure as outlined below.

Evacuation procedure in the case of dangerous weather conditions:

The Woodland Tutor will gather all learners together and do a head count. Once all learners have been accounted for, the group will move to the open space on the driveway at the front of the woodland.

The additional adult/second tutor will extinguish any fires and collect the tutor file containing emergency contact numbers.

The Woodland Tutor will contact the commissioning setting and arrange for the learners to be collected.

Once all learners have been collected and only if it is safe to do so, the Woodland Tutors will clear the site and retrieve equipment.

Tutors must report the evacuation to the programme co-ordinator who will record the details.

Accidents and serious incident

Evacuation in the event of significant injury

On being alerted to a significant injury the Woodland Tutor will assess the situation, the nature and extent of the injury/accident. The Lead 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. Incident report slips are kept in the Woodland Tutor folder. All incidents must be reported to Woodventurers office following the procedure laid out in the First Aid policy.

In case of injury to a learner

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 by an adult away from the incident and if in danger, will be moved to safety.
- Other tutors will be alerted to the emergency via mobile phone.
- All tutors working on the site must maintain best duty of care to their individual learner and ensure they are kept safe while the emergency services are on site.
- If appropriate, the other learning sessions should be continued as normal and learners kept away from the process.
- If possible, a member of Woodventurers/Cambridge Forest Schools' 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.

In case of injury to a Woodland Tutor

If a Woodland Tutor 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 other Woodland Learning tutor.
- Learners will be requested to muster in a safe place a short distance from the scene but within sight of the First Aider attending to the injured person.
- Other tutors working on other programmes will be alerted to the emergency via mobile phone and support when and where necessary whilst maintaining best duty of care to their individual learner and ensure they are kept safe while the emergency services are on site.

- If possible, the other learning sessions should be continued as normal and learners kept away from the process.
- If the injured person is taken to hospital, the remaining members of staff will supervise the learners being collected from site and pack up the site accordingly.
- Tutors must inform SLT at the earliest convenience once the injured party has been looked after and complete an accident form.
- Any bio hazards must be cleaned up by the remaining Woodland Tutor and disposed of appropriately.

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
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 residential postcode: Johnson's Drive:

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

Policy reviewed February 2022 by Toni Rogers Ratified 25.2.2022

Next review date February 2023