



Forest School Emergency Operating Procedure

Policy Name:	Forest School Emergency Operating Procedure	Date Reviewed:	Written 04/07/2024
Written By (Name & Role):	Charlotte Berrow, Director	Next Review Date:	05/07/2025
Version:	FSEOP002.0	Reasons for update:	New Policy update for Horsepool Reserve

Revision History

Revision No	Effective Date	Notes
REV----		

Associated Policies

Policy Name	Association Type
Accidents, Emergency & Illness Policy	1 and 2
Health and Safety Policy	5
Risk Management and Assessment Policy	5
Safeguarding Children Policy	5

Notes

An associated policy is defined as meeting one or more of the following criteria:

1. It is referred to by this policy
2. It refers to this policy
3. It covers a specific topic referred to by this policy
4. It covers a topic/procedural area that may be relevant to aspects of this policy
5. It has aspects that overlap and/or should be considered in conjunction with a topic/procedural area covered by this policy

Each criterion that this policy satisfies is shown in the table above.

Table of Contents

Section	Title	Page
1	Introduction	2
2	In the Event of an Accident or Incident	2
3	Emergency Evacuation	3
4	Missing Child Procedure	4
5	Site Location	4
6, 7, 8	Grid Reference, Latitude & Longitude, What3words	4
9	Nearest Hospital	4
10	Map	5
11	Evacuation Assembly Point	5

1 - Introduction

In the event of an emergency, our primary concern will be to ensure that children, parents/carers and staff are kept safe. The following procedures will be followed.

2 - In the Event of an Accident or Incident

- The Manager or Forest School Leader (FSL) blows the emergency whistle.
- Children and parents/carers are advised to put tools down and stop any activity by other staff in surrounding areas and to await further instructions.
- The Forest School Leader deals with the incident, while the Manager (or Deputy Manager) deals with the rest of the group. If there is a third member of staff or volunteer, the manager will decide how to best deploy them.
- The Forest School Leader will assess the situation and remove any hazards.
- Once any hazard has been removed the Forest School Leader will deal with the incident or follow the first aid procedures in the case of an accident.
- The Manager will assemble the group at a meeting place (grass area Oakraven land) or similar suitable location.
- Forest School Leader will assess situation:
 1. What has happened?
 2. Who was involved?
 3. First Aid required?
- Contact Manager or Designated Safeguarding Lead if not on site.

- The designated First Aider will decide whether the casualty needs emergency medical assistance.
- Contact emergency services if required (call 112/999):
 1. What has happened?
 2. Location?
 3. Age of casualty?
 4. Medical needs (see **Medical Forms**)?
- Manager or Designated Safeguarding Lead to decide what happens with the group and if additional staff are required to a) stay with group b) accompany the casualty to hospital.
- Manager to contact next of kin.
- Incident report form completed by first responder & counter-signed by witness.

3 - Emergency Evacuation Procedure

In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the HARE site, the following steps will be taken:

- The Manager or Forest School Leader blows the emergency whistle and states that we need to walk together to the assembly point.
- All children, parents/carers will be calmly escorted from the Forest School site to the assembly point. Staff will ask children to walk, to prevent tripping.
- No attempt will be made to collect personal belongings, or to re-enter the site after evacuation.
- The Manager, Fire Warden or other nominated member of staff for the day, will check the site and collect the register (including emergency contact details) and a mobile phone, providing that this does not put anyone at risk.
- If the emergency is a fire, the Fire Warden will ensure that all persons are evacuated.
- The Manager will take a register to ensure all children, parents/carers and staff are present at the assembly point.
- If any person is missing from the register, the emergency services will be informed immediately.
- Once everyone is accounted for, parents will be asked to take children home.
- If the printed register is not available, the manager will use the emergency contacts list which is kept off site.
- If appropriate the manager or Forest School Leader will contact the emergency services.

4 - Missing Child Procedure

See the **Accidents, Emergency & Illness Policy** for the steps HARE takes to prevent children becoming lost. If a child cannot be located, the following steps will be taken:

- All staff and the parent/carer will be informed that the child is missing.
- The Manager will decide which members of staff stay with the group and which search for the child.
- Staff will conduct a thorough search of the site and surrounding area.
- The Manager will support the parent if they are distressed.
- If the child has not been located after 10 minutes of searching the police will be informed.
- Staff will continue to search for the child whilst waiting for the police.
- We will maintain as normal a routine as possible for the rest of the children at the Forest School sessions.
- If it is not possible to continue the session, the session will be ended and parents will be asked to take their children home to enable all staff to search for the missing child.
- The manager will liaise with the police and the child's parent or carer.

5 - Site Location

Description: Horsepool Lane Nature Reserve, Jubilee Rd, Mitcheldean GL17 0EE

Access from the main road - A4136

6 - Grid Reference:	7 - Latitude and Longitude:	8 - What3words:
SO 66759 16559	51.846633, -2.4839481	immunity.worldwide.liners

9 - Nearest Hospital:

(Minor Injury) - Forest of Dean Community Hospital, Steam Mills Road, Cinderford GL14 3HY.

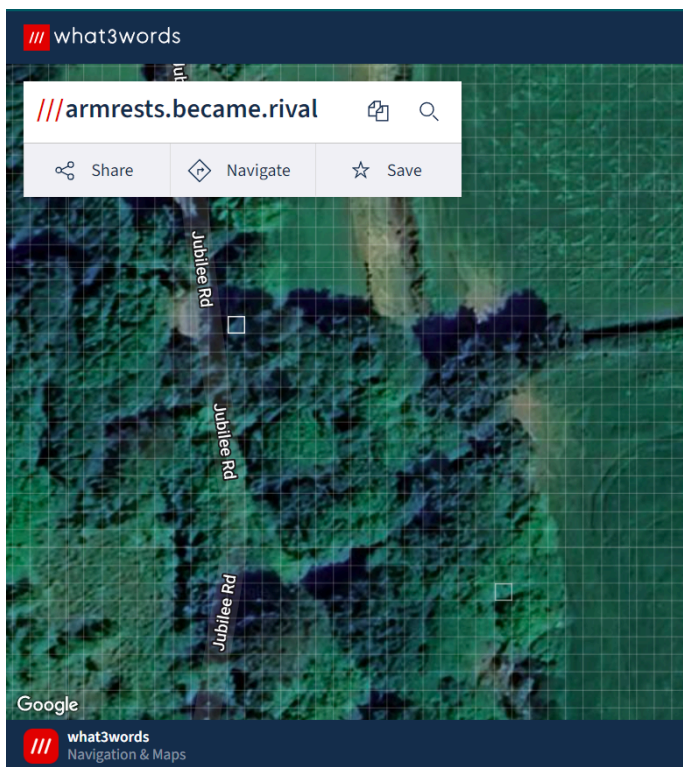
A & E - Gloucester Royal Hospital, Great Western Road, GLOUCESTER GL1 3NN - A & E (20 miles, 30 minutes drive)

10 - Map:



11 - Evacuation Assembly Point

The assembly point is by the top woodland gate leading to the field, signage is affixed to the gate at that point.



This policy was adopted by: HARE Forest School CIC	Date: 17/07/2024
To be reviewed: 17/07/2025	Signed: S. O'Sullivan