

INSIDE OUT

BUSHCRAFT
& ADVENTURE



POLICY

Emergency Response Procedure

Version 2024.1

Inside Out Education Ltd.

Statement

This policy is intended to identify our obligations by law, and measures that should be taken in the event of an emergency situation. As emergency situations can rarely be predicted, this is based on a 'if' scenario and is in response to that. Staff are obliged to put the welfare of themselves and the children in our care first. As such the procedure should be dynamically assessed and adapted to fit the situation, should it arise.

Section 1 | What constitutes an Emergency Situation

1.1 As a company, it has been the decision to rank working situations based on the response need or response severity. These are managed using three categories:

- Green ERP | No change necessary
- Amber ERP | Alteration Required
- Red ERP | Abort Criteria Reached

1.2 Factors that are considered as part of an ERP can include the following:

- Weather Response
- Behavioural and Emotional Need of Participant
- Incident or Injury
- National Incident
- Medical Response

1.3 Inside Out Education Ltd operates a dynamic risk reduction policy; so while factors are listed in 1.2; this is not an exhaustive list and dynamic management of risk assessment should be applied to all activities and events; moving to appropriate ERP's to ensure that the enjoyment, needs and safety of participants are prioritised.

1.4 Senior Staff are required to complete and submit a 'Pre-Site' Check before staff and participants arrive on site. Results and findings of the Pre-Site check should impact the ERP for that event; and should be feedback to all staff before participants arrive.

Section 2 | Green ERP

2.1 Green ERP indicates that no alterations or special arrangements have been made.

Operating conditions are regarded as 'safe'. Dynamic Risk Reduction applies.

2.2 This operating code is indicated by a green flag flying from the Bushcraft Kitchen; along with staff wearing a 'Green Tag' on their named lanyards.

2.3 Weather conditions are considered to be within a safe operating range. There are no risks to health or risks of injury due to:

- Cold Weather
- Hot Weather
- Wet Conditions
- Windy Conditions
- Stormy Conditions

Section 3 | Amber ERP

3.1 Amber ERP indicates that alterations have or need to be made.

3.2 This operating code is indicated by a yellow flag flying from the Bushcraft Kitchen; along with staff wearing a 'yellow tag' on their named lanyards.

3.3 Where the response code is issued in response to weather; it is considered that weather presents a 'limited' risk to the safety and well being of participants and staff.

Forecast conditions include:

- Rain Forecast as heavy (anywhere between 4-30mm of rain forecast in an hour) for up to 4 hours.
- Wind Forecast exceeds a combination of 25mph gust speeds; with an average above 15mph.
- Storms are forecast 'nearby' or with a less than 40% likely, with or without weather warning.

3.4 Where the response code is issue in response to injury that requires alteration; staff must ensure that participants not involved directly in the incident are removed from the area with alternative activities provided allowing for First Aiders to respond to the incident. All responses and incident notes should be uploaded to the Staff Hub post event.

3.5 At the soonest convenience; all staff are to be briefed regarding medical situations listed in 2.4; with details on how to respond to participants.

3.6 Amber ERP's stay in place until otherwise noted; or the event ends.

Section 2 | Red ERP

4.1 Red ERP indicated that abort criteria has now been reached; either prior to an event or during.

4.2 Where safe to do so; a red flag will be flying from the Bushcraft Kitchen; indicating that it is not safe to be in the woodland. This flag will be removed when it is safe to re-enter.

4.3 All staff carry a red disk as standard on their lanyard. This is not an indication that Inside Out is operating a Red ERP. Instead it is so that staff can issue it in response to situations. Where a Red ERP is issued during an event; staff are to remove any other ERP discs from their lanyard. A lead member of staff will be appointed; who will advise on next steps.

4.4 Where staff find themselves in a situation where they cannot leave a scene or area; but need additional support - they should hand their red disc to an able individual who can take it to an additional member of staff. Doing this will immediately issue a Red ERP; with a member of staff responding to the request.

4.5 A Red ERP means that the woodland must be evacuated safely; and with

immediate effect. A lead member of staff will coordinate this.

4.6 Unless otherwise directed; the evacuation point is the Inside Out Carpark.

4.7 If possible and without endangering life, the lead member of staff will organise the collection of all personal belongings should be collected.

4.8 As soon as it is safe to do so; staff will confirm whether a 'stop notice' is issued. Where this is the case, arrangements will be made for participants to now either be collected or leave Inside Out.

4.9 Where a Red ERP is issued in response to weather; it is considered that weather presents a definite risk to the safety and well being of both participants and staff. As such a stop notice is issued (either before or during the event). Forecasted weather includes:

- Rain Forecast as heavy (anywhere between 4-30mm of rain forecast in an hour) for more than 4 hours.
- Wind Forecast exceeds either a 40 mph gust speeds; or an average above 25 mph. These are to be considered separately.
- Storms are forecast 'in the immediate area' with more than a 40% likelihood.

4.10 Where storms arrive without warning; or lightning is physically seen in the area - participants are to be moved into vehicles until the storm has passed. Where this is not possible; participants and staff should make use of space, and spread out in small groups throughout the woodland. Participants must not:

- Huddle in large groups
- Take shelter at the base of trees
- Take shelter in tents that have/use metal poles.

4.5 A Red ERP stays in place until otherwise notified; or the event ends.

SECTION 4

CODE OF CONDUCT

5.1 The participants will be looking to staff for reassurance in challenging times. As such it is vital that staff remain impartial, without opinion and professional at all times. Be calm around participants, ensuring that they feel safe.

5.2 Where communicating with parents or external setting staff; Inside Out Staff will be informed what information they can/cannot reveal. Where this statement has not be confirmed; then staff should just indicate that there was:

- An incident that required us to evacuate the woodland.
- Further details on the incident will be confirmed as soon as we can safely.
- For now priority remains the safety of all participants.

5.3 Staff are not permitted to share information related to the incident with individuals outside of Inside Out. A statement on what details can/cannot be released will be issued as soon as safe to do so.

5.4 If the company director or Bushcraft Manager is not on site at the time of an Red ERP and/or stop notice; they must be informed of the situation as soon as safe to do so.

Section 5 | Review

This policy is subject to annual review, or sooner if circumstance or incidence requires.

Reviewed by S.G (09/01/2024)