

Branton Community First School
and
Breamish Valley Community Nursery



Branton Forest School

Emergency Action Plan

In case of a major injury to a child

1. Stop activity, secure area and make it safe.
2. Forest School Leader to carry out first aid on, remain with and monitor casualty.
3. Forest School Assistant to call emergency services on 999, give location and to remain with the Leader.
4. Remaining adults to take the rest of the group back to School and radio ahead to School to explain the situation.
5. School to contact parents.
6. Assistant to go to the road via the hide to meet the ambulance.
7. Leader to go in ambulance to hospital if parents aren't there.

In case of a major injury to an adult

1. Stop activity, secure area and make it safe.
2. Forest School Leader or assistant to carry out first aid on, remain with and monitor casualty.
3. Forest School Leader, Assistant or other adult to call emergency services on 999, give location and to remain with the Leader.
4. Remaining adults to take the group back to School and radio ahead to School to explain the situation.
5. Assistant or other adult to go to the road via the bird hide to meet the ambulance.
6. Leader or assistant to go in ambulance to hospital.

If an accident occurs this must be documented in the accident or incident book then depending on the severity inform the Health and Safety Executive.

Any minor injuries will be dealt with on site. School to contact parents if necessary.

In case of an fire

1. Alert the group to the fire by blowing on the whistle 5 times and shouting fire - repeat.
2. Contact emergency services on 999 and radio up to School to explain the situation.
3. Direct the group to the emergency exit - usually the school gate but if not accessible use the hide gate or the pond gate.
4. Gather the group at the Fire Assembly Point at the main School - if exiting through the hide or pond gates the group should follow the Leader along the path and up the road to the School.

Rachel Plunkett

Elspeth Bone

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