

## Oakfield Community Primary School

### Forest School Emergency Policy and Procedure

Date	Review Date	Coordinator	Nominated Governor
October 2020	October 2021	Ian Carson	Catherine Khan

Although the Forest School area is situated within the school grounds the nature of the activities undertaken means that there is the possibility of an emergency situation occurring. Therefore, the following steps will be taken:

- A mobile phone will be carried by the Forest School leader when undertaking sessions at the school.
- An emergency red tab will also be carried to be sent with a child in the event of an emergency to the **Forest School classroom or** KS1 classrooms bordering the Forest School area.
- During all session a basic first aid kit will be carried. In addition, it will be the responsibility of the Forest School leader to ensure any necessary medication for children is also carried.
- During sessions when there is fire lighting taking place there will be a fire first aid kit available in addition to the standard first aid kit plus a fire bucket with water, a fire blanket or wet towel and a container with clean water for immersing burns.
- An information card detailing the location of the site will be carried so that the information can easily be related to emergency services if required. The information on the card will be as follows.

Oakfield Community Primary School.  
Edinburgh Road,  
Widnes, Cheshire.  
WA8 8BQ  
Tel: 0151 424 4958

Access to site through the main school entrance located on Edinburgh Road.

- Following any emergency incident all relevant incident and accident reports will be completed in line with current legislation and school policies.


## Oakfield Community Primary School

### Emergency Procedure

Prior to any Forest School session participants are briefed what they will be expected to do in the event of an emergency situation. The site is fully fenced and enclosed but there is direct access to **the Forest School Classroom and 3** KS1 classrooms from the Forest School area. The procedure is as follows:

In the event of an emergency on the Forest School site the following steps will be taken.

- Immediate safety of other group members and self-assessed.
- Attend to casualty and make as comfortable as possible.
- Make sure the group is safe sending them to the picnic bench area close to the school. At same time send child with red emergency tab to either **the Forest School classroom or** KS1 classroom, adjacent to the picnic benches, for assistance.
- Administer First Aid
- If necessary, contact emergency services.

<b>Headteacher:</b>	<b>Catherine Khan</b> 	<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	