

15.0 Emergency Procedures

The Liverpool Youth Service is classified as an 'Activity Centre' in relation to the Activity Centres (Young Persons) Safety Act 1995 and the Adventure Activity Licence Regulations 1996.

As such an Adventure Activities Licence is required to legally provide such adventure activities. The operational procedures for this licence are inspected annually by the Adventure Activities Licensing Authority (AALA). The AALA has licensed a 'HOME-BASE & VISIT EMERGENCY PACK' system as a suitable tool for ensuring that each Educational Visit or activity has been fully prepared for, and has been checked and approved by the Local Education Authority as required, either by the Outdoor Education Officer for school organised visits or by the Adventure Activity Advisor for Youth Service organised visits or activities.

This system is considered essential practice and has therefore been recommended by the Local Education Authority for use by all schools and establishments involved with organising or providing educational visits.

The Home-base Emergency Pack

This emergency pack should remain with the School/Home Contact and be kept conveniently by their telephone along with a notepad and pen.

The following information should be contained within the pack:

- The Responsibilities of the Home/School Contact (see section 4.8).
- The Procedures to be followed by the Home/School Contact (see section 4.8).
- Information regarding individual visit insurance arrangements (see section 7).
- Details of any alternative (bad weather) programme.

Any other necessary relevant information such as the details of the planned travel route and any arranged stop-off points and a pre-planned Phone Call & General Contact Record Sheet.

Copies of the following records should be contained within the home base emergency pack: -

- 1/ The Application For The Approval of Educational Visits By the Head Teacher, Governing Body or LEA (suitably completed). (Form 1)
- 2/ Liverpool City Council's Risk assessment and control measure records for the visit and activities. (Form 2)
- 3/ Parental consent forms containing emergency contact information for each Group Member. An emergency contact should be provided for adult Group Members. (Form 3)
- 4/ Summary Contact Checklist of pupils/young people and any staff or adult volunteers attending the visit. (Form 4)
- 5/ A supply of Liverpool City Council's Accident/Incident report record forms "ACC1".

The Visit Emergency Pack

This pack should be taken with the GROUP LEADER and DEPUTY GROUP LEADER and be readily accessible during the visit along with a notepad and pen.

The following information should be contained within the pack: -

- The Responsibilities of the Group Leader (see section 4.5).
- The Procedures to be followed by the Group Leader (see sections 4.5, 14 and 15).
- Emergency procedures (Found in the DfES Hand Book for Group Leaders).
- Information regarding individual visit insurance arrangements (see section 7).
- Details of Visit Programme.
- Details of any alternative (bad weather) programme.
- Equipment checklist.
- Any other necessary relevant information such as the details of the planned travel route, any arranged stop-off points and a pre-planned Phone Call & General Contact Record Sheet including information on specific needs such as medication.

Copies of the following records should be contained within the visit emergency pack: -

- 1/ The Application For The Approval of Educational Visits By the Head Teacher, Governing Body or LEA (suitably completed). (Form 1)
- 2/ Liverpool City Council's Risk assessment and control measure records for the visit and activities. (Form 2)
- 3/ Parental consent forms containing emergency contact information for each Group Member. An emergency contact should be provided for adult Group Members. (Form 3)
- 4/ Summary Contact Checklist of pupils/young people and any staff or adult volunteers attending the visit. (Form 4)
- 5/ A supply of Liverpool City Council's Accident/Incident report record forms "ACC1".
- 6/ Checklist of pupils/adults on the visit (containing no confidential information), for use when undertaking headcounts.

15.1 FIRST AID ARRANGEMENTS

Adequate and appropriate first aid provision must be made available for all out-of-school activities. First aid should form part of the Educational Visit Risk Assessment. Before undertaking any off-site activities the Head Teacher and Group Leader should assess the level of first aid that may be required and agree the appointment of a person to be responsible for first aid arrangements during the visit. There is Guidance available from the DfES entitled 'Guidance on First Aid for Schools – A Good Practice Guide', for further information telephone 0845 6022260 or FAX 0845 6033360.

The Group Leader and other Group Supervisors/Members should know names and locations of First Aiders during the visit. This information should be kept in the Emergency Pack.

Numbers & Competencies of First Aiders

The number of people on the visit should not be regarded as the only factor in deciding how many first aiders would be appropriate.

Considerations to be taken account of within the visit risk assessment include the numbers in the group and the nature of the activity, the likely injuries due to the activities and the distance to the nearest hospital.

An employer has to provide, as a minimum, an appointed person at all times when employees are at work. In low-risk situations this means one First Aider per 50 employees/pupils. During Educational Visits you should decide the number, and level of qualification of First Aiders that will be adequate and appropriate, but this should not be less than one for every 50 employees/pupils even in situations where a First Aider is not identified as being essential. An employer may provide any number of First Aiders in addition to the requirements of this Approved Code of Practice.

The Local Education Authority's Policy during school visits is as follows: -

1. The person(s) chosen to be the First Aider(s) on an Educational Visit should be selected on the basis of being competent, suitably qualified, able to act in an emergency and having a degree of organisational ability.
2. For higher-risk activities the accompanying First Aider should have passed the 4 Day First Aid at Work Certificate.
3. For lower-risk activities the accompanying First Aider should have passed, as a minimum standard, the 1 Day Basic First Aid Certificate.
4. There should be, where possible, one First Aider for each group during an Educational Visit or sufficient appointed persons available for 'cover' purposes. Whilst this is sufficient in terms of legislation, it should be noted that there are particular 'high-risk' visits or activities that may require additional suitable first aid procedures.

First Aid Boxes

Portable first aid boxes for use on Educational Visits should be readily accessible at time of need, e.g. kept on board the coach during the journey. All minibuses are required by law to carry two first aid boxes. The Visit Supervisors should hold a suitably stocked number of portable first aid boxes, the minimum contents of which are defined on page 11 of the DfES Guide, for use during the visit if there is no suitable provision on the visit site. Pupils should not have free access to first aid boxes.

Medical Room

If there is a designated first aid room at the visit site pupils must not be sent there and left alone. The Group Leader should be informed if a Group Member is sent to the first aid room or requires first aid.

Accident Reports

Accidents must be reported to the Head Teacher or acting Head Teacher and/or the LEA, as defined in the School Accident Procedure, through where necessary, the School's/ Home-base Emergency Contact. The Accident Book should be filled in carefully and accurately. Accident report forms (ACC1) must be completed where appropriate as soon as possible.

Transportation

In general, if a Group Member requires hospital treatment for injury or illness, an ambulance should be called by dialling 999, dialling 9 - 999 if calling through a switchboard within the U.K. or by using the appropriate emergency number if abroad. At the Group Leader's discretion, an injured or sick adult or child may be taken home by taxi or car, provided they are accompanied by a responsible person, other than the driver, who is known to the child.

If private transport is to be used the Head Teacher or acting Head Teacher must authorise a nominated member of staff as the driver; ensuring that the driver is adequately insured (Business Use Insurance Cover) to drive the vehicle. These checks should be carried out and documented as part of the Visit Emergency Plan.

Medication during an Educational Visit

If pupils need to take medication during an Educational Visit, parents must inform the Head Teacher of this requirement either in writing or in person. This information should be provided to the Group Leader. Medication must be kept in a securely controlled medical store or held where appropriate by a suitable person until it is required.

Emergency Details

If a pupil is admitted to hospital, the Group Leader should refer to the Emergency Contact List which includes details of relevant telephone numbers to inform parents, these details should be kept by the Group Leader.

15.2 ACCIDENT/INCIDENT PROCEDURES

The information within this Section is intended to supplement that of the Education Authority's Schools' Health and Safety Policy 2002 and Liverpool Education Authority's 'Coping With A School Crisis' Guidance and Procedures.

Emergency first aid procedures

Despite good planning and organisation there may be accidents and emergency situations that require an on-the-spot response by those leading the visit. The following outline guidance is intended for Group Leaders; to assist them in being prepared for such emergencies. The Local Education Authority has put in place procedures to support all Group Leaders, Teachers and Youth Workers during an emergency situation. The procedures and guidance are documented in the 'Handbook of Information For Schools'; entitled 'Coping with a School Crisis'. These procedures and the accident reporting procedures noted in this section should be considered alongside any visit specific emergency arrangements.

The Group Leader will remain in overall charge of those on the visit, however when summoned to an accident, the First Aider will, so far as is practicable take charge of first aid treatment and render such first aid as is advised or authorised for certificated First Aiders. If required and taking into account the advice of the first aider, the Group Leader should call the Emergency Services or ensure that the Emergency Services have been called.

On no account should injured persons be left alone or allowed to go to hospital by themselves. Should an ambulance be required, the First Aider is to stay with the injured person until it arrives and provide any required details to the ambulance staff. Where possible the First Aider should accompany the injured or sick person to the hospital, to the doctor or to their home.

A record should be made of every occasion when any employee, pupil or other person receives first aid treatment either on the school premises or whilst on an Educational Visit as part of a school-related activity, using the Corporate Accident/Incident Report Form (form ACC1).

Group Supervision

- Establish the nature and extent of the emergency as quickly as possible. Share the problem; advise all other staff and/or supervisors of the emergency and ensure that the Emergency Procedure is in operation.
- Ensure all Group Members are accounted for.
- Immediately establish the names of any injured people and if possible assess the extent of their injuries. Get immediate medical attention for them.
- On no account should injured persons be left alone.
- Ensure that a teacher or adult known to the injured/sick person(s) accompanies them on the journey to hospital if requiring hospital treatment, this is in addition to the driver of the ambulance or vehicle. A communication should be made from the hospital to the School/Home-base Contact and Group Leader to advise of the situation.
- Ensure the rest of the group are adequately supervised, kept together at all times, have understood what has happened and the implications for the rest of the visit programme.
- Notify the police or other emergency services if necessary.
- Notify the British Embassy/Consulate, if necessary, if an emergency occurs abroad.

Communication

- Make immediate contact with the Head Teacher, the visit provider or designated School/Home-base Contact and give details of the emergency. Unnecessary group member access to telephones, including mobile phones, should be restricted until emergency contact has been made.
- The Emergency Contact telephone number should be available at all times during the visit in the Emergency Pack.
- In the event of an emergency where support is required from the LEA, telephone the Security Services Direct Line: 260 7661 (taking into account the dialling code when out of the local area or abroad) who will connect you with the Senior Response Officers. On contacting this service or any other pre-arranged Emergency Contact clearly state that it is an Educational Visit Emergency, the number of the telephone you are talking from, the name of your school or facility, your location and nature of the emergency. Other details you should relay include the time and date of the incident, names of casualties, details of injuries, the names of any other parties involved and the action taken so far and yet to be taken.
- The names of any injured Group Members should not be released to the media. Caution is required when making any statement as legal proceedings may follow an accident or incident.
- A report should be prepared as soon as possible for the responsible authority noting names, addresses and telephone numbers of any witnesses.

Near Miss Incidents

A near miss is defined as an incident that only by chance did not result in loss or injury. All significant near misses should be considered when reviewing the visit. Near misses that could have resulted in death, severe injury or a serious loss should be reported to the LEA and the Safety Unit on the ACC1 form. In such cases an immediate review of the Visits activities/other arrangements and/or risk controls may be necessary. Alternative activities may need to be provided; such a change should form part of the Emergency Plan. Any revised arrangements should be communicated to all those on the visit and where necessary to the school/home-base Contact and the LEA. Some dangerous occurrences are required to be reported to the HSE; these are defined in the RIDDOR Regulations (see section 16).