

# EMERGENCY & SERIOUS INCIDENT POLICY AND PROCEDURES

Name of Organisation: BEAT Limited Venue/address for which policy applies: All venues Date of last review: 1st November 2019

Date of next review: 1st November 2020 Name of author: Claire Cole

# Introduction

# This policy relates to the following documents and policies:

* Health and safety
* Risk Policy

# Policy

BEAT Limited recognises that there are health and safety risks associated with the work that it undertakes. BEAT Limited requires that its directors, employees and/or volunteers and its clients (or their parents or guardians where appropriate) understand the relevant risk factors and work to mitigate and manage the same.

# Procedures

BEAT Limited will ensure at all times that it will:

* Have regard to the duties under the Health and Safety at Work (General) Guernsey Ordinance, 1987 and will take relevant steps to ensure, so far as is reasonably practicable, the health and safety and welfare of those working with and/or using BEAT Limited’s services;
* Assess general and specific risks relevant to each client session;
* Ensure that relevant and adequate first-aid equipment is available and that at least one individual with first aid training (the **First Aider)** is available through the duration of each client session;
* Explain relevant risks to clients and provide understandable and clear instructions about how the same are to be mitigated and/or managed;
* Ensure that there is access to contact emergency services (charged mobile phones on hand) if required at any point during the duration of any client session.
* Ensure first aid kits are restocked after use and a stock check carried out every 6 months.
* Ensure that any incident is subsequently investigated to review existing controls and procedures.
* In the event of a serious incident, which could arise as a result of an injury, illness or threat, emergency services must be contacted and the following procedures followed:
1. Stop all work/activities if safe.
2. Secure safety of whole group (including BEAT personnel) from further danger by calling in and locating group promptly as agreed with group in advance and seeking to remove the whole group from any further danger or threat of danger.
3. First Aider to attend to any casualties with adult helper and with regard for maintenance of required supervision ratios for the rest of the party.
4. Keep a record of changes in casualties’ state and anything administered to them.
5. Informing next of kin / emergency contacts as soon as practicable after the incident.
6. Inform BEAT Limited management and managers of partner organisations (if applicable) as soon as possible.
7. Inform the landowner of the site (and as necessary adjoining landowners).
8. Complete an incident report and/or first aid book should as soon as possible at BEAT Limited’s office (some visiting group staff may fill out their own incident report form). This should be also be filled in whenever the emergency plan is used even if no one was harmed.
9. Seek to ensure that all equipment involved in an accident or incident is retained in an unaltered condition in case it is required by the police.
10. Do not focus on who is at fault. In all cases seek to keep a careful written record i.e. a log, of all facts, events, times and circumstances and retain this record until all matters are finally settled. If possible, take photographs.

# Lost or Missing Person Procedure

Unknown areas can be disorientating, especially if a participant is unused to this kind of environment. Some of the areas we work in could afford the possibility that a participant may abscond or become lost. There are a number of ways we seek to prevent this:

* We encourage all our participants to take an interest in their surroundings so as to help them find their bearings. Ultimately we would like to inspire all who are able to become responsible for their own safety with respect to staying close to the rest of the group.
* A register is kept for group sessions and participants are supervised at all times.
* Good communication within the group will encourage collective responsibility for each other’s safety – leaders are always approachable and should be made aware if there are any concerns as to a participant’s whereabouts.

In the event of staff fearing that a member of the group has gone missing:

1. All the group will be immediately called back in, by prearranged call or whistle, and counted and missing member determined. The time will be noted.
2. The group leader must ensure the safety of remaining group members.
3. One or more adults should immediately start searching for the missing group member – calling and whistling as appropriate.
4. If the missing group member is not found within 5 minutes, the group leader will contact police by telephoning 999 (this will result in the emergency plan coming in to action).
5. Leaders must recall and write down a description of what the missing person was wearing and any distinguishing features.
6. Any information on their last known location and time should be noted. Also if they have any special medical or learning needs then these need to be noted down. All information then must be passed to police or other relevant agencies.
7. The participant’s next of kin/referrer to be contacted as soon as possible to inform them of the missing person.

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