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Version: 6.0



# Risk Management

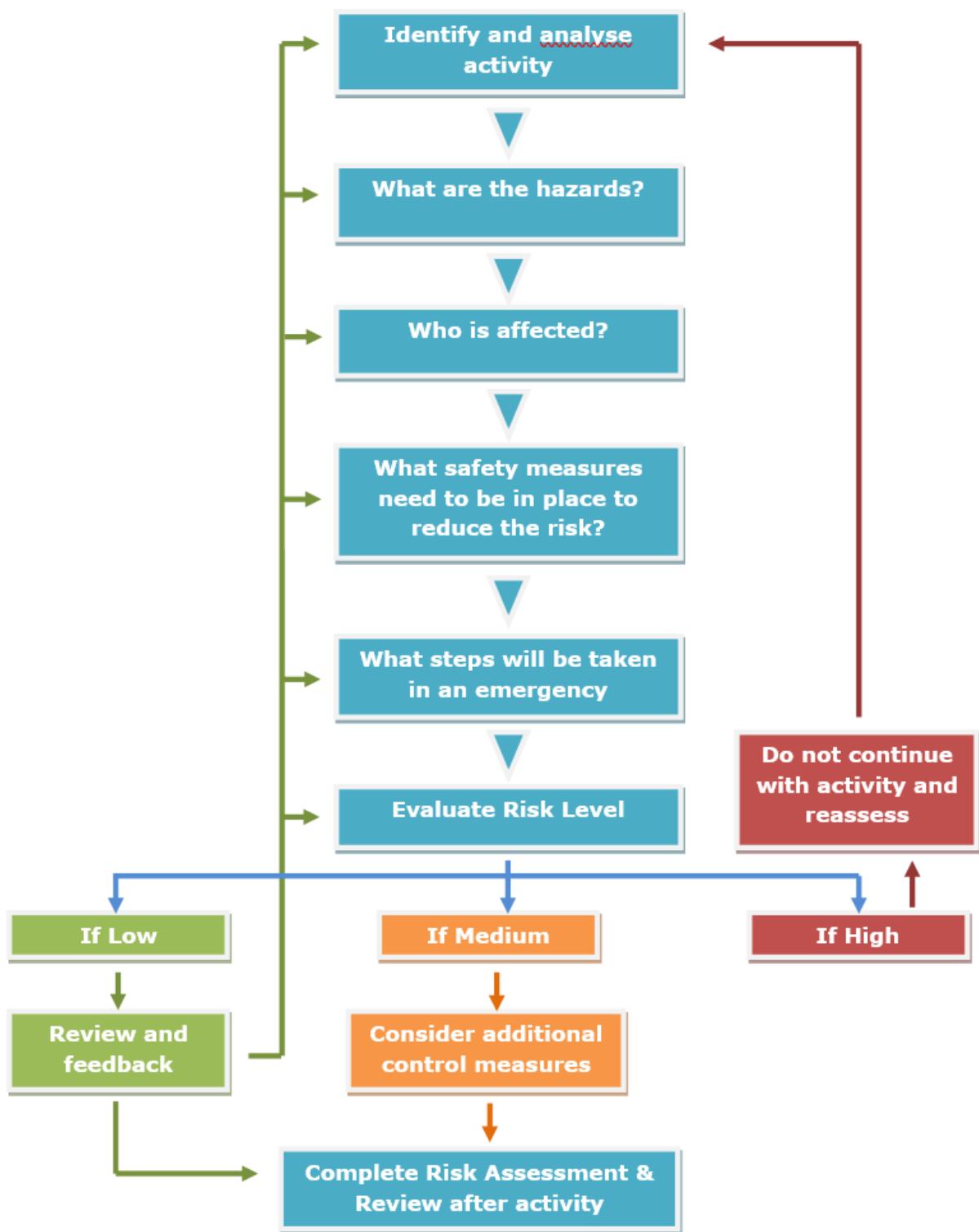


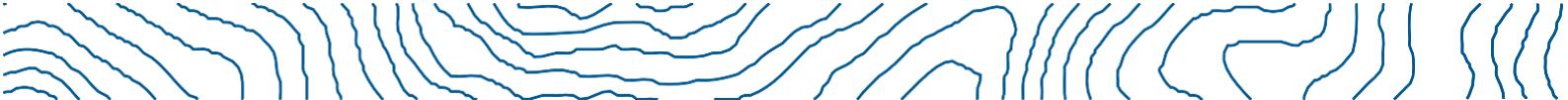
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# Risk Management Flow





# Emergency Plan

## Emergency Considerations

- Location of the event in relation to emergency services, such as fire, police stations and hospitals.
- External environment, such as vehicle entries and exits, surrounding vegetation and animals, proximity of roads and volume of traffic.
- Understanding of appropriate escape points for those on the water
- Mobility and capability of all clients and staff.
- Skills and knowledge of staff and their responsibilities in an emergency.
- Age range of children and young people needing to be evacuated and the complications that may arise, such as children who are unable to walk if applicable.
- The documentation required by staff in an emergency, such as the contact details of next of kin.
- Weather conditions at the time of the emergency and evacuation.
- Weather conditions that may affect river and lake levels.
- The implications of two or more emergencies occurring at the same time, such as a fire and people requiring first aid.

## Home contact

An efficient communication system must be agreed in order that in an emergency the parents/emergency contact of the individuals involved can be informed as soon as it is practical to do so. A system to notify the parents/emergency contact of other group members that they are safe must also be established. A Home Contact will be appointed for each event.

## Contact information / briefing

A list of the names addresses and emergency contact details for each participant, instructors and pastoral staff must be made, and copies given to each adult member of staff, along with a copy of the emergency procedures and child protection advice. A copy of this should also be given to the Home contact along with the event outline. All staff and participants must be briefed on the emergency procedures at the initial briefing. Site specific risks will be discussed and appropriate measures agreed (such as wearing helmets on water if deemed necessary)

## Emergency & Evacuation considerations

- In the event of a casualty the instructor/supervisor should only consider continuing with the event if there is sufficient instructor/supervisor cover within the party to accompany and facilitate the safe evacuation of any injured personnel. It is essential that the required instructor/student ratios are maintained with the remainder of the clients.
- If mountaineering, and dependent on the situation, it may be possible to utilise a lower qualified person, with a trained First Aider, to assist a casualty back to a pick-up point.

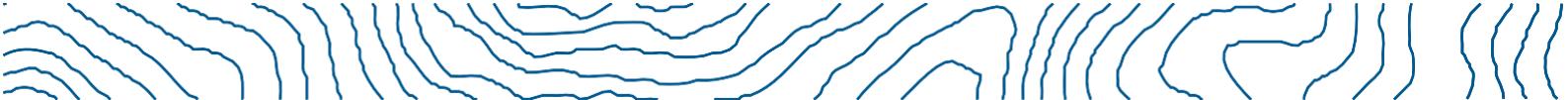
- For water based activities, emergency escape points are identified in advance
- Instructors/supervisors will always hold First Aid qualifications including Mountain First Aid when mountaineering.
- All event staff must know where the nearest hospitals are (with the appropriate emergency facilities) and have or know the means of being able to contact them. All clients of the party should also carry emergency contact cards and know how to contact the emergency services.
- Evacuation by helicopter may be the only way of evacuating seriously injured personnel from remote areas.
- Mobile telephones are an essential and vital communications safety link when there is a requirement to summon or contact the emergency services during expeditions. In normal conditions most mobile phones are effective and can be used in the majority of areas, prior to departing instructors/supervisors must ensure phones have charged batteries, and where on the water suitable waterproof dry bag should be used.
- There will be situations where mobile telephones will not work due to lack of signal and instructors/supervisors will hold appropriate qualifications to deal with emergencies without relying on mobile communication.

## Dealing with the Media

- During an emergency, SoO and its staff are not to give any official interview or briefing to the media. All enquiries should be directed to the Home Contact
- All enquiries by the media, during an emergency, should be directed to the lead member of the emergency services dealing with the incident.
- After an emergency SoO will arrange a formal media release, at a date and time agreed by the management of the organisation

## Version Control

Version	Author	Summary of Changes	Date
1.0	Dominic Taylor	Policy created	01/09/2019
2.0	Dominic Taylor	Full Review	06/04/2021
3.0	Dominic Taylor	Full Review	06/04/2022
4.0	Jonathan Hutchinson	Full Review	01/03/2023
5.0	Jonathan Hutchinson	Full Review	01/09/2023
6.0	Jonathan Hutchinson	Full Review	01/08/2024



# Appendix

# Instructor Emergency & Evacuation

1. Expedition Leader, Instructor(s) and Medic assess the situation.
2. After consultation severity to be assessed and course of action to be decided.
3. Methods of contact dependant on location and expedition area.
4. Must include the home contact

