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PARTNERSHIPS

EMERGENCY & SERIOUS INCIDENT POLICY AND PROCEDURES

Name of Organisation: Pony Partnerships CIC.

Venue/address for which policy applies: All venues

Date of last review: 31st January 2021

Date of next review: 31st January 2022

Name of author: Danielle Mills

This policy relates to the following documents and policies:

- Health and safety
- Risk Policy

Introduction

Pony Partnerships CIC will, at all times, ensure that people are not put at risk by any work activities (ss.2(2), 2(3) and 3 of the Health and Safety at Work Act 1974 (HSW Act)).

In addition to this, the Management of Health and Safety at Work Regulations 1992 (MHSWR) require (under regulation 3) that assessments are made of all risks to which employees are exposed while at work, while regulation 4 requires Pony Partnerships CIC to have arrangements in place to cover health and safety, not only for employees but also for others who may be affected by the work activities, and these should be integrated with the management systems for all other purposes. Regulation 7 of MHSWR is concerned with procedures for serious and imminent danger and for danger areas. Pony Partnerships will:

- a) establish procedures to follow in the event of serious and imminent danger to persons at work, including risks from non-occupational sources such as bomb alerts.
- b) nominate competent persons to implement the above as regards evacuation of premises.
- c) ensure that no employee has access to a restricted area unless that employee has been appropriately trained.

The risk assessment should identify the foreseeable events that need to be covered by these procedures. The main risk as regards emergency situations is that of fire which applies to virtually all workplaces (this is covered in Fire Procedures later in this section) but some workplaces will face additional risks, depending on the nature of the activity carried out.

Policy statement

It is the intention of Pony Partnerships CIC to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, Pony Partnerships CIC acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be catastrophic and so Pony Partnerships CIC will plan certain emergency procedures to ensure injury and damage limitation in the event of such an incident. Pony Partnerships CIC will also endeavour to give information and training as often as is necessary to all employees (and other persons, such as contractors and visitors) to enable a better understanding of these matters.

Any concerns people may have regarding Pony Partnerships CIC's emergency procedures should be reported to a responsible person immediately. Pony Partnerships CIC will then take the necessary measures to investigate and remedy the situation.

Procedures

Emergencies are never wanted, but they are a possibility so Pony Partnerships CIC ensures that all leaders are familiar with appropriate emergency procedures. Most emergencies can be resolved on-the-spot by the leader removing the group from potential threat and providing first aid. However, in the event of a serious incident, which could arise as a result of an injury, illness or threat, emergency services should be contacted and the following procedures followed:

1. Secure safety of whole group from further danger. Stop all work/activities if safe. Call in and locate group promptly as agreed with group in advance. If possible, remove whole group from any further danger or threat of danger.
2. 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. At least one first aider must be on site at all times. A record of changes in casualties' state and anything administered to them to be made if possible.
3. Emergency services contacted as necessary. Charged mobile phones are carried by staff. Despatch a designated person to meet emergency vehicle at the entrance where possible/necessary and another volunteer halfway up the track for clear guidance. Give following grid references to 999 operators:

Grid reference: 52.893842, -1.410116 Postcode: DE24 0QW

1. Safety of the rest of group will be maintained by the remaining staff away from the scene of the incident.
2. Informing next of kin should be carried out as soon as practicable after the incident by a Pony Partnerships CIC Director or by the designated member of staff.
3. Inform management The Director and trustees of Pony Partnerships CIC and managers of partner Organisations (if applicable) must be informed of any major incident as soon as possible. Following this, and as soon as possible, the landowner of the site should also be informed.

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4. Incident report and/or first aid book should be filled in as soon as possible at Pony Partnerships CIC's Office (some visiting group staff may fill out their own incident report form). This should be filled in whenever the emergency plan is used even if no one was harmed and it was just a near miss.

Legislation

- Ensure that all equipment involved in an accident or incident is retained in an unaltered condition in case it is required by the police.
- Do not focus on who is at fault. In all cases 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.
- Do not allow anyone to interview any party member without an independent witness being present.
- Incidents leading to admittance to hospital for more than 24 hours or resulting in an injury preventing a person working for three or more days afterwards need to be registered with RIDDOR within 24 hours Tel 0845 3009923 (HSE - Monday to Friday 8.30am to 5pm).
- First aid kits must be restocked after use and a stock check carried out every 6 months.
- Any incident or near miss must be subsequently investigated by staff team to review existing controls and procedures.

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 are not surrounded by walls or fences, and whilst we appreciate this sense of freedom can be beneficial to all, there is also the possibility that a participant may abscond. There are a number of ways we can 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 diary register is kept 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.

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2. The Group Leader must ensure the safety of remaining group members. At least two adults must stay with them at all times.
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 must 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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