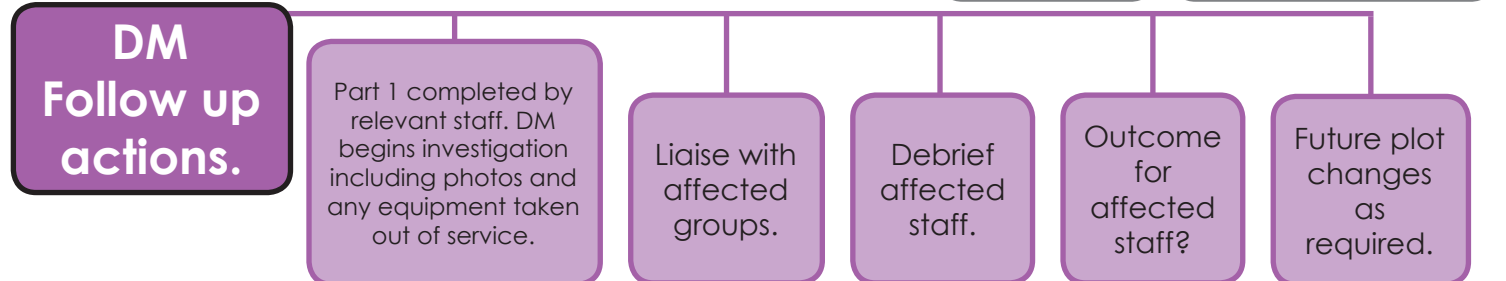
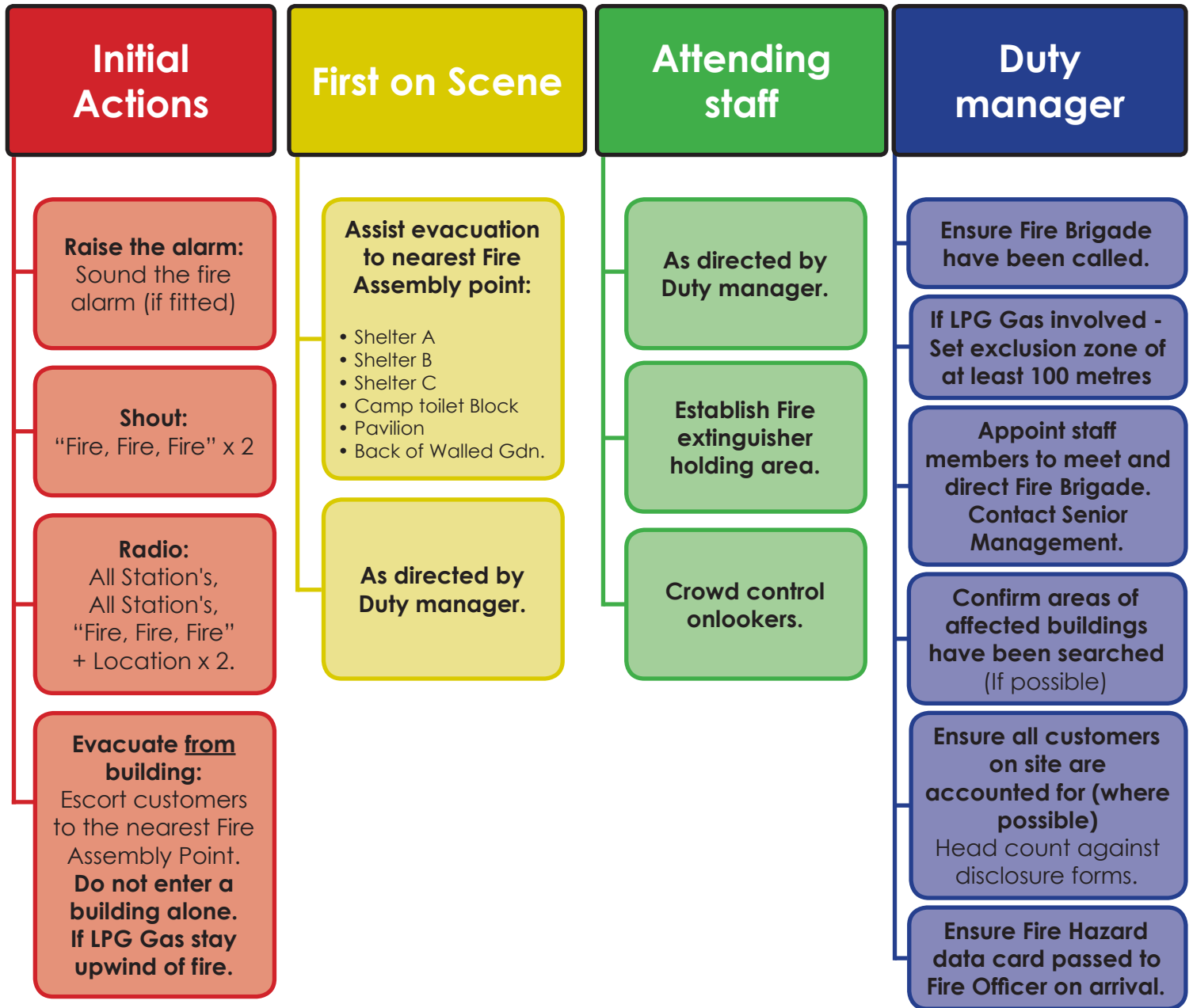


Discovering a Fire- "Fire, Fire, Fire"



Fire Hazard Data card

See location map overleaf

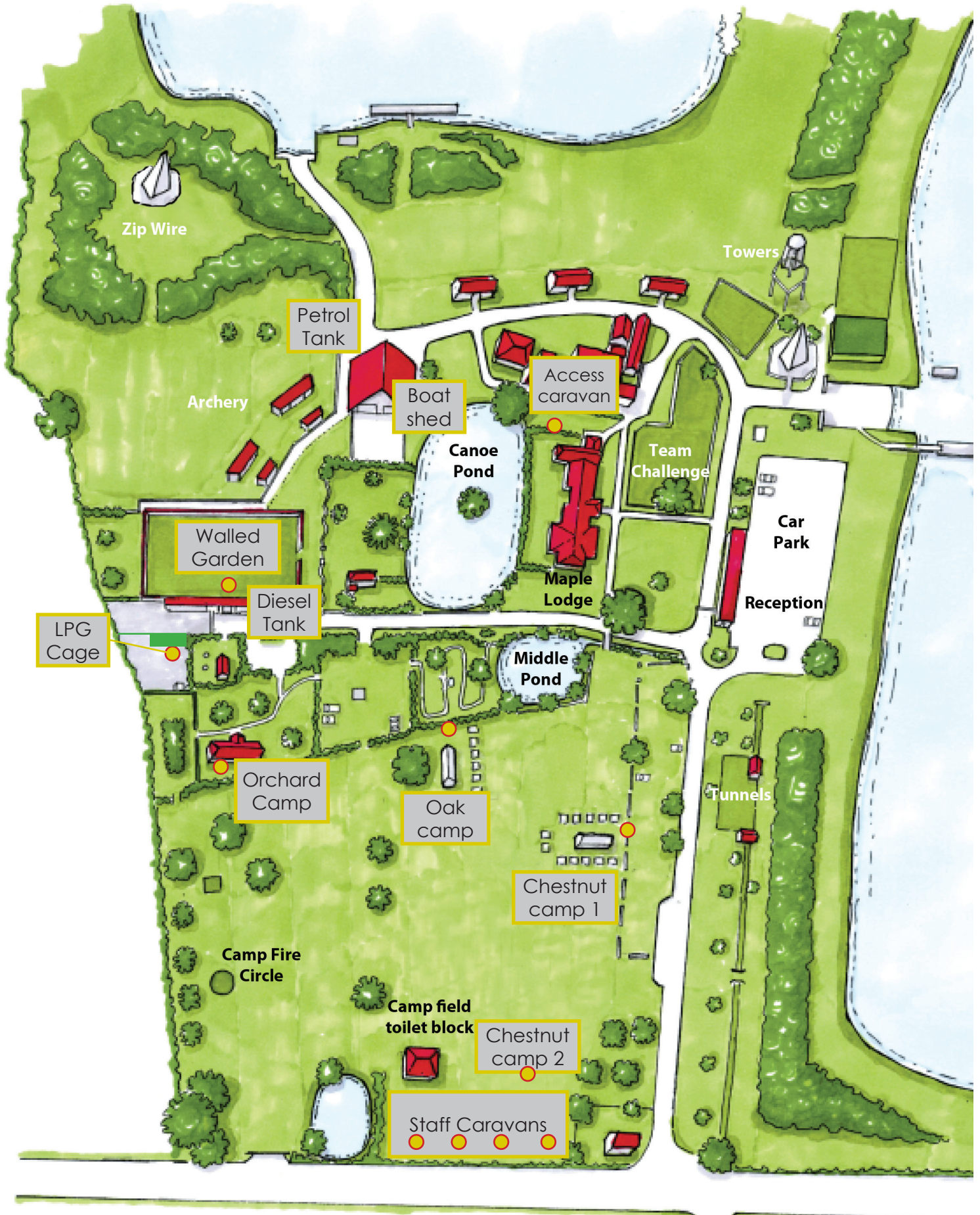
Building / Area	Hazard
Boat Shed - NE Corner	<ul style="list-style-type: none"> • Air compressor • 4 tonne hydraulic vehicle lift • 10 Quad bikes - fuelled.
Boat Shed - NW Corner - Workshop	<ul style="list-style-type: none"> • Aqueous Parts washer • May contain vehicle (s)
Boat shed - South Side (Boats & Jet ski's)	<ul style="list-style-type: none"> • 5 x Jet ski's • Master craft ski boat <p style="text-align: right;">50 Ltr petrol tanks 50 Ltr Petrol tank</p>
Petrol Tank area	<ul style="list-style-type: none"> • Green Tank - Up to 1950 litres of UNL petrol. • Red Fuel store - Up to 8 x 20 litre petrol cans.
Gas cage - Behind containers	<ul style="list-style-type: none"> • Containing up to 20 x 26.1Kg Propane cylinders.
Walled Garden	2 x 26.1Kg Propane cylinders.
Diesel Tank	<ul style="list-style-type: none"> • Containing up to 3000 litres Red diesel.
Orchard Camp Oak Camp Chestnut Camp 1 & 2	<ul style="list-style-type: none"> • 2 x 26.1Kg Propane cylinders.
Access Caravan	<ul style="list-style-type: none"> • 4 x 26.1Kg Propane cylinders to rear of caravan.
Staff Caravans	<ul style="list-style-type: none"> • 4 x Caravans - 2 x 26.1Kg Propane cylinders plus 2 x 26.1Kg Propane cylinders - all chained to fixing points.

Emergency Operating procedure:

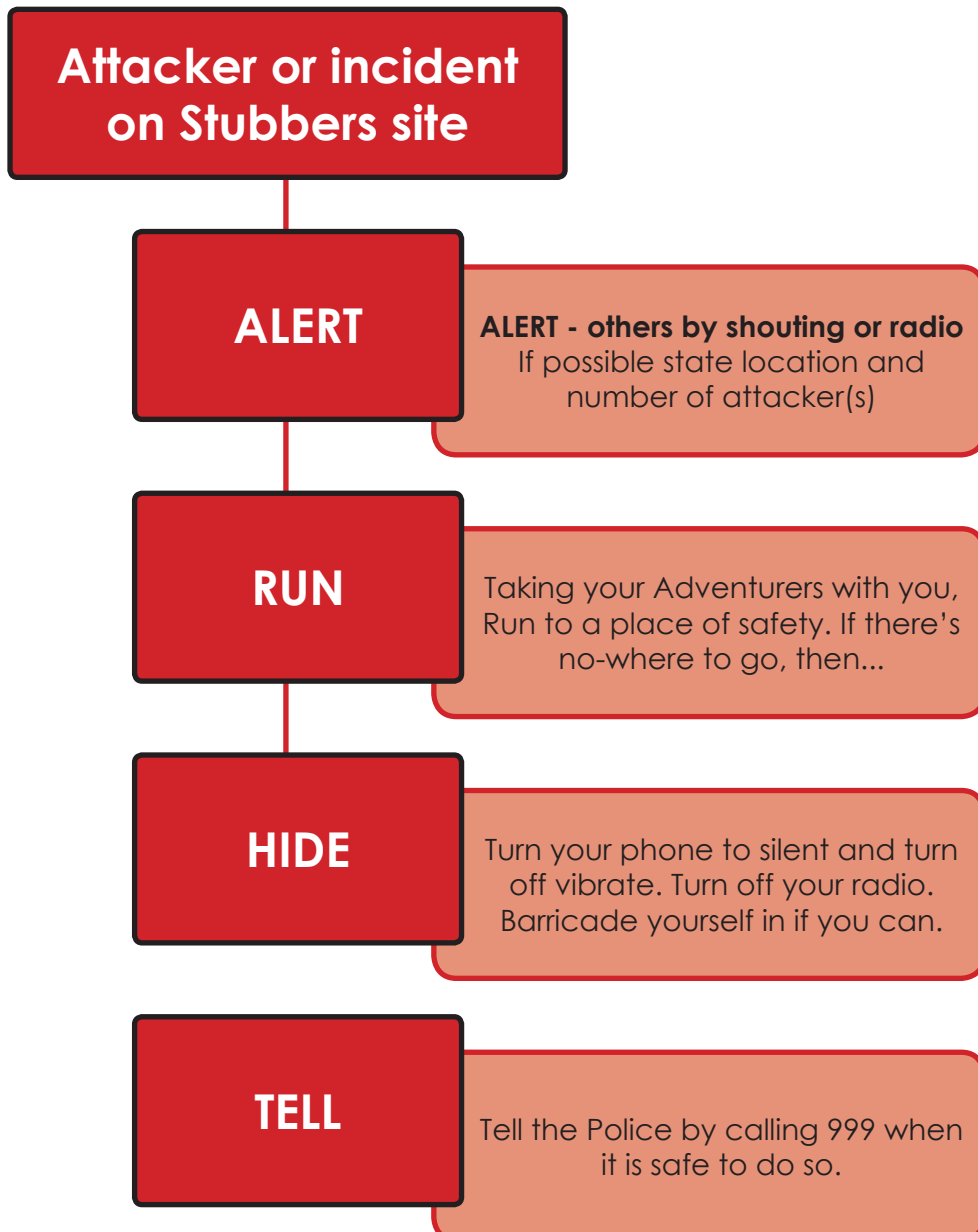
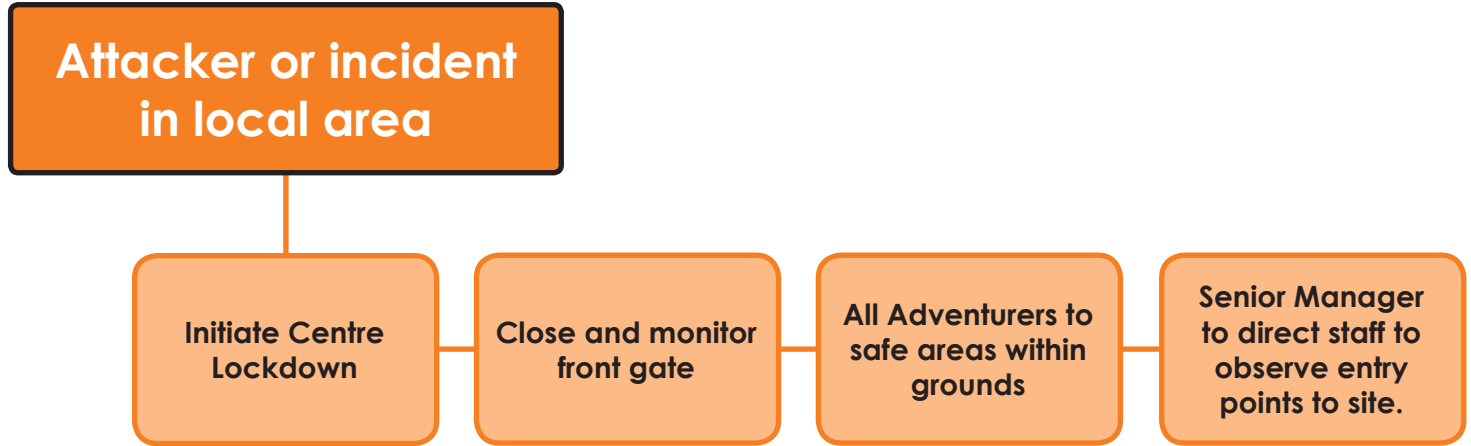
Last revision: AW 01/19

Site map

All Propane cylinder locations are marked on map with a:

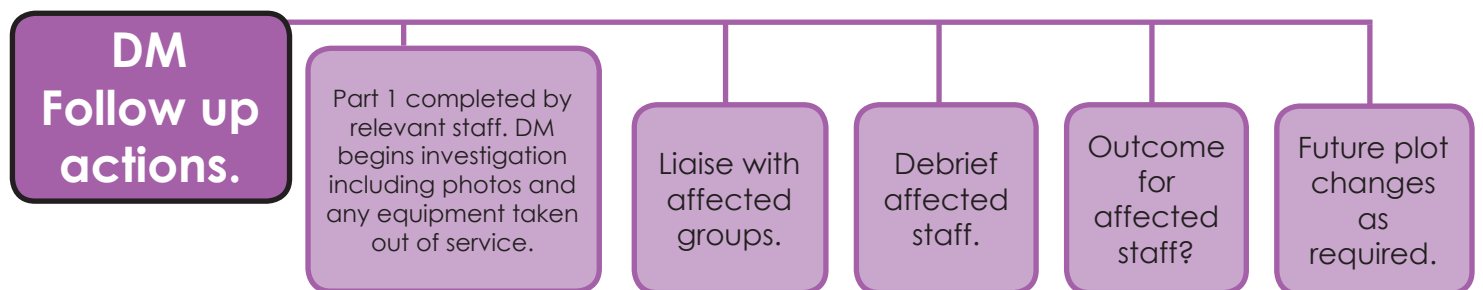
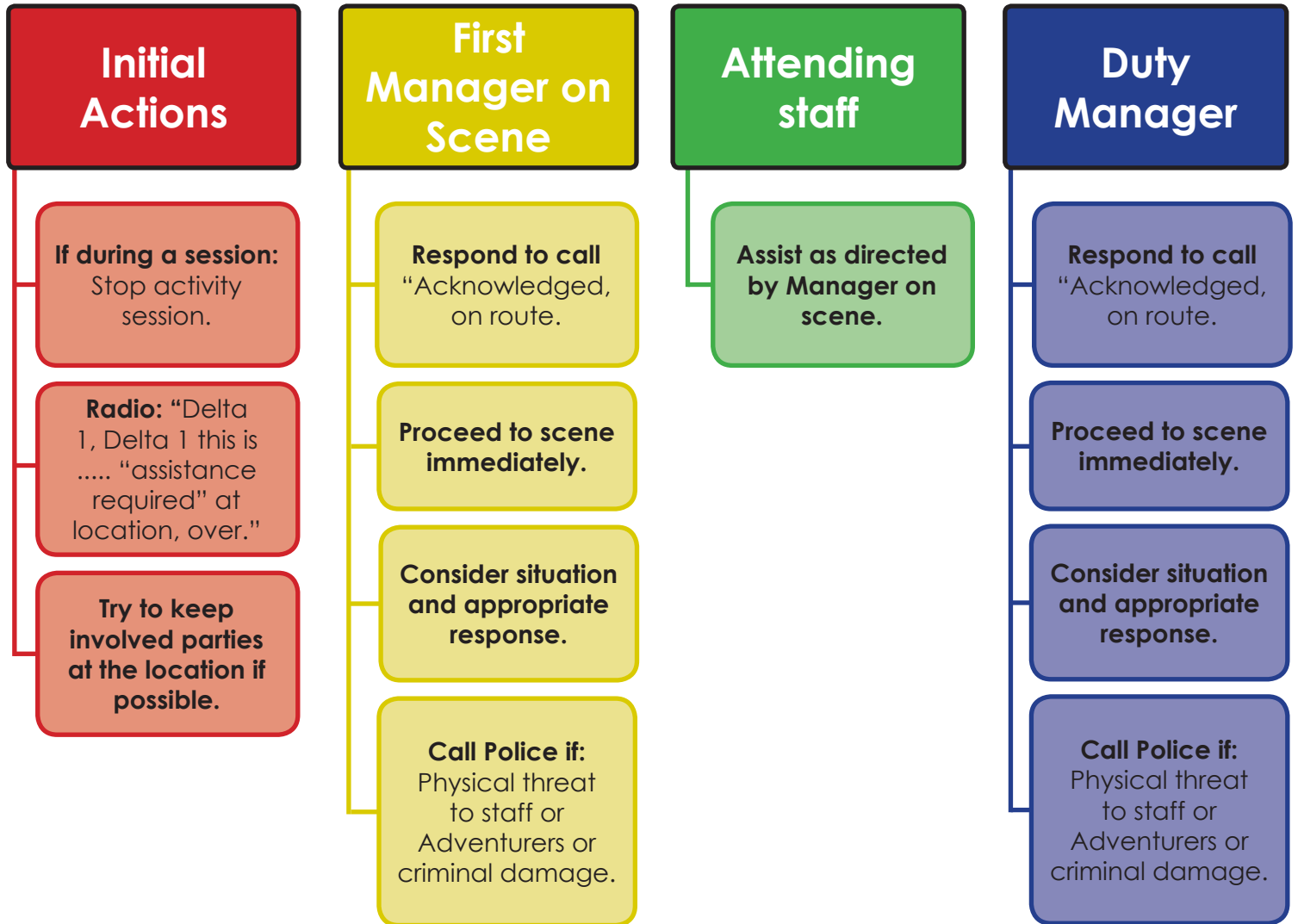


Firearms or Weapons attack



Definition of a SAFE AREA:
An enclosure, area or building where an individual or group is able to hide from an attacker. The safe area must have a number of alternative routes for exit to safety. Any area where a group or individual may become trapped is not a safe area. It is acceptable to hide in woodland or make your way out of the boundary to adjacent land.

Incident - Assistance or Management decision required.



Informing Next of Kin (NOK)

What's happened?

Fatality

Notification of NOK to be decided by Police

Senior Manager
Follow Major Incident / Fatality EOP.

Hospitalised

NOK informed immediately.

Returning home

Contact NOK to request collection or inform NOK that adventurer is on route home.

Continued with sessions

NOK informed at end of day. NOK to sign First aid form / Head injury notification issued if applicable.

Responsibility for action...

School or Group
Group Leader / Teacher.
Duty Manager to liaise to keep Head of Centre informed.

BDP or Adventure Experience
Duty Manager

SMASH
SMASH Manager

Guidance on what to say... *State facts, don't make assumptions.*

"Is that?" (NOK name) "Hello, I'm from Stubbers Adventure Centre. I'm ringing to tell you thatIP name...."

State what has happened:
E.g: "IP has fallen off a Banana boat and is experiencing back pain. "

State what is happening:
E.g: "An ambulance has been called, once we know which hospital they will be attending we will let you know."
Name the adult who is accompanying IP.

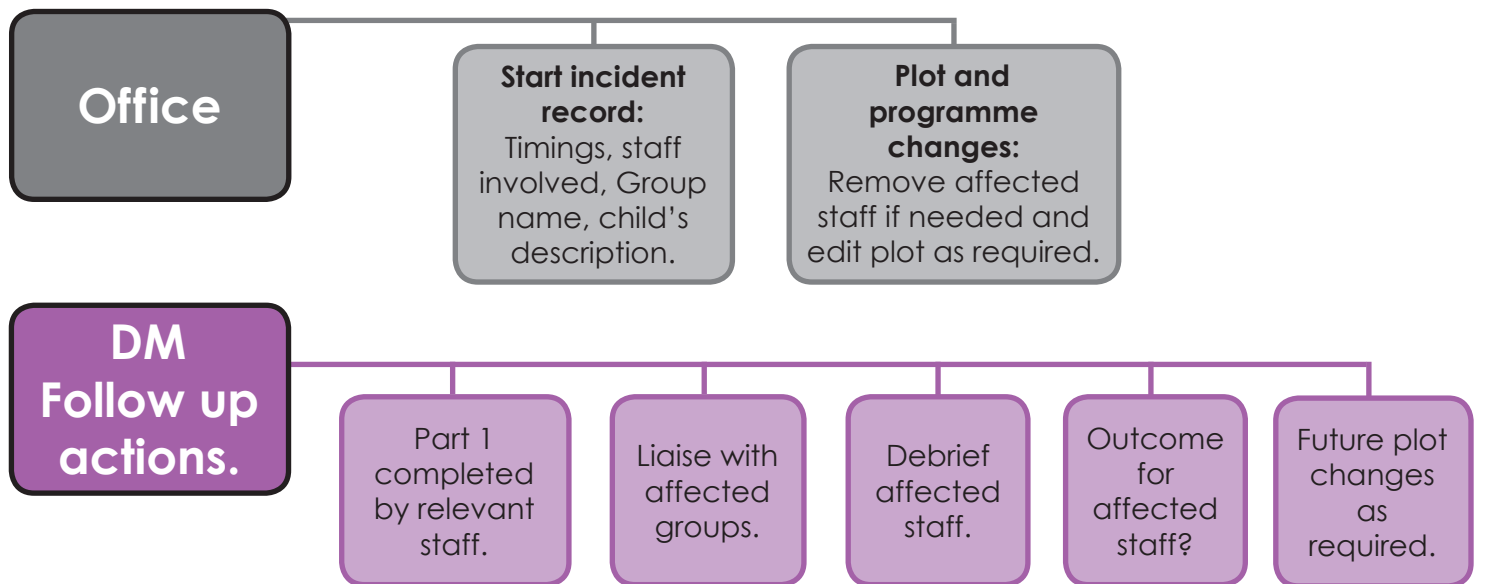
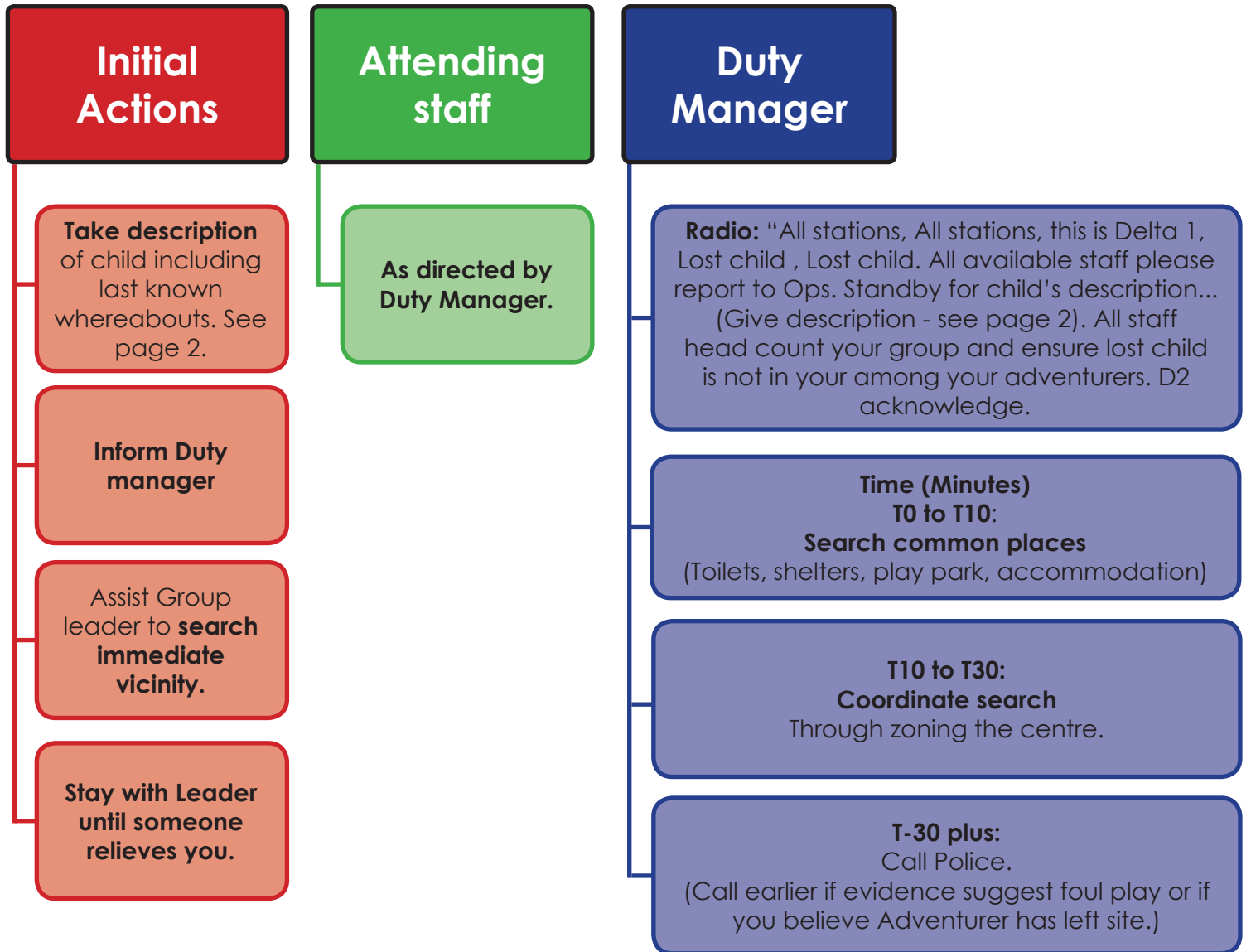
*Note: Does the NOK have access to transport to meet the IP?
If no can we assist with this?*

State what has happened:
E.g: "IP is feeling unwell and has asked to go home."

State what action is needed:
E.g: "Would it be possible to come and collect them please?"

Follow up: Contact Group Leader / NOK / IP to enquire of IP progress. Complete required paperwork and action.

Lost child



Lost child Information

The following information may be passed in clear speech over the radio:

First name.

Age.

Sex.

Last seen wearing.

Relevant medical conditions and or Additional needs.

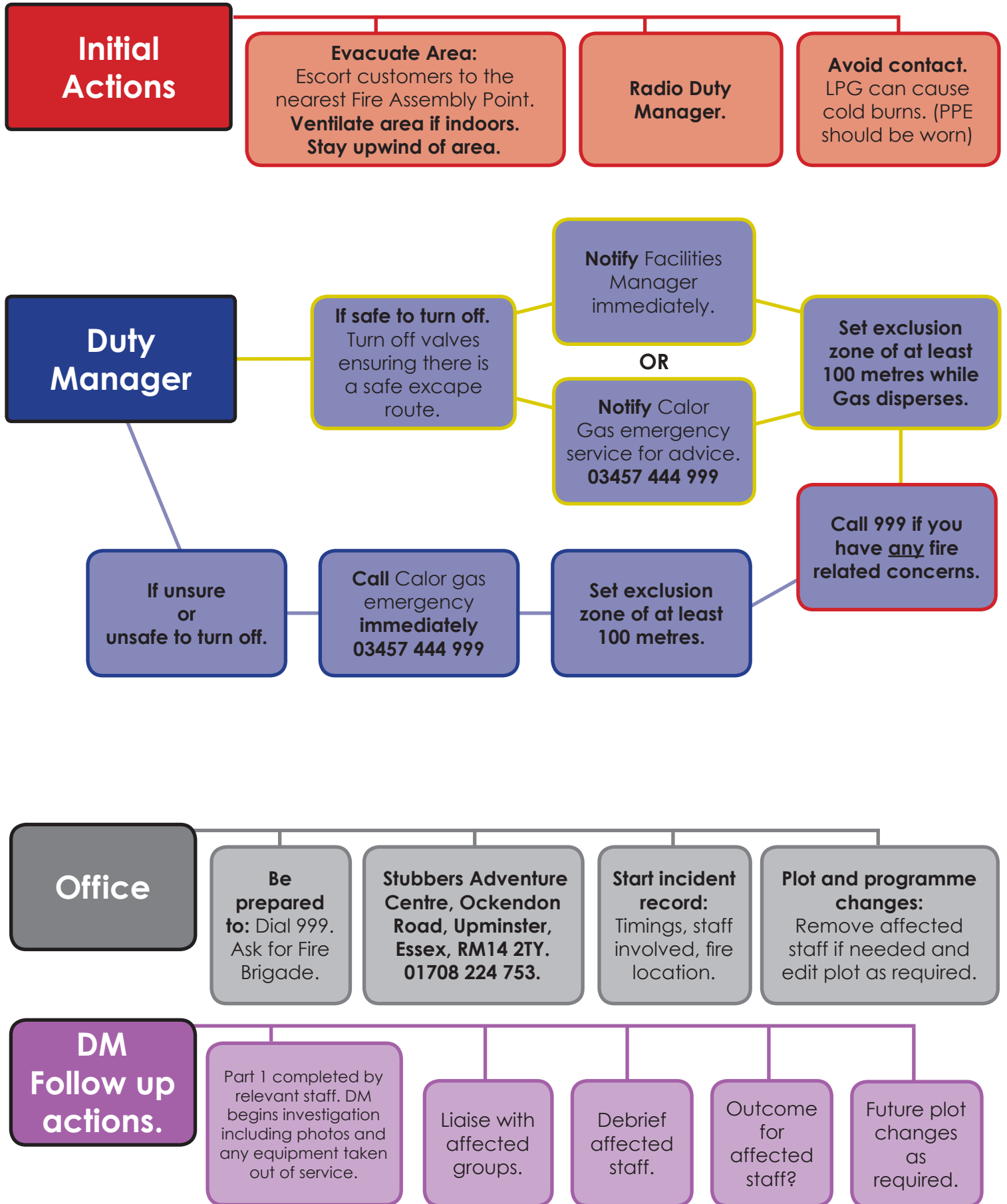
Last known location.

Time of last sighting.

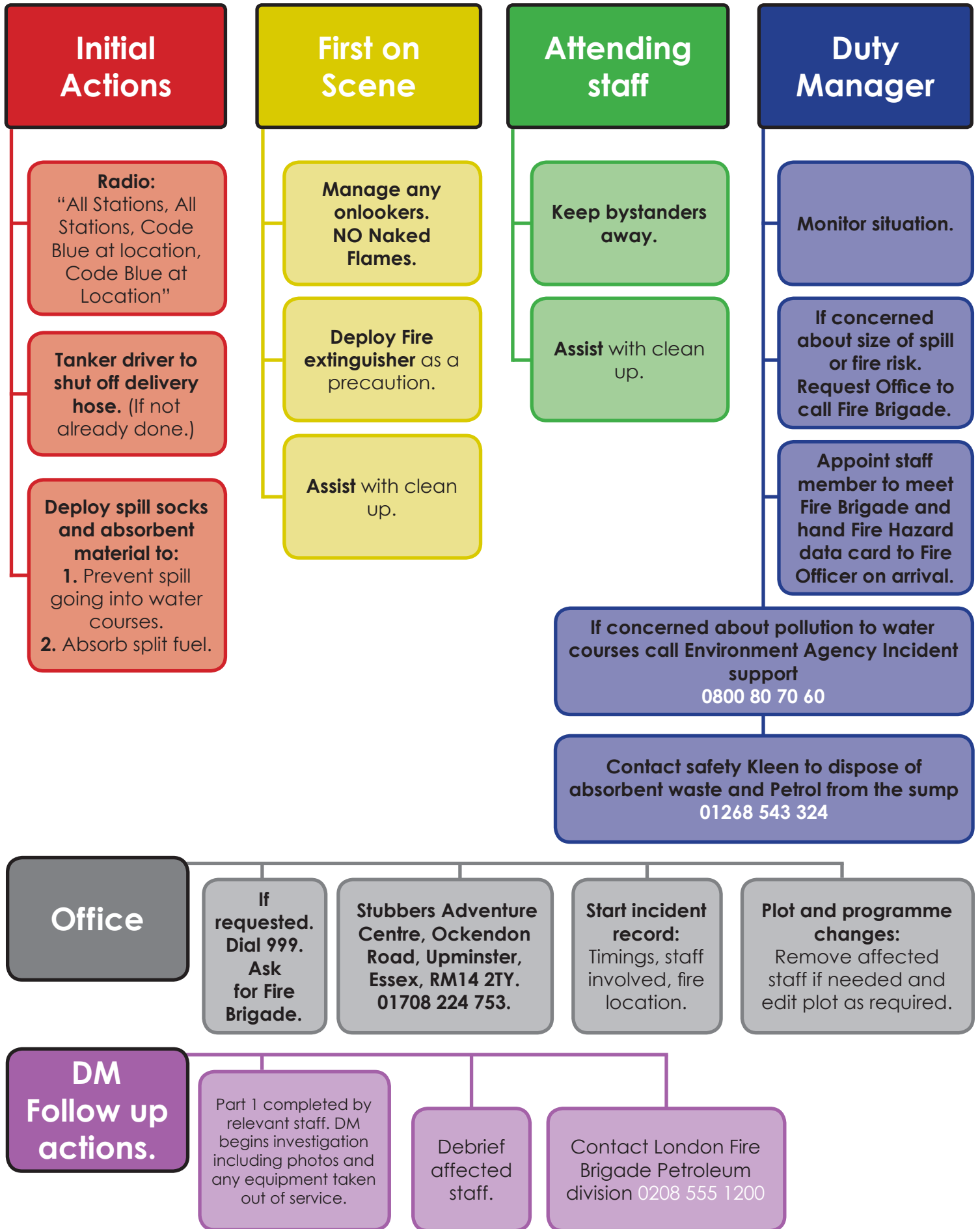
DO NOT include:

Surname, DOB, unnecessary disclosure of medical or SEN info.

LPG Gas Bottle Suspected Leak



Major Fuel spillage - Code Blue



Major incident or Fatality

Initial Actions

Follow on from EOP for Medical Emergency - **Code Green**
Ensure Senior Management have been informed.

Duty Manager

If not already called. Dial **999** for the Police.

Ensure safety of other Adventurers and staff on site.
Activity area closures as directed by Senior Management.

Call Pharos Emergency response service **01183 800 544**
Member number: **STUB 030**
Follow guidance from Pharos. Notify AIM.

Remove any Instructors associated with the incident out of the public eye and ensure they are supported.

Office

Start incident record:
Timings, staff involved, fire location.

Plot and programme changes:
Remove affected staff if needed and edit plot as required.

Follow up actions.

Riddor completed immediately.
Part 1 completed by relevant staff. DM begins investigation including photos and any equipment taken out of service.

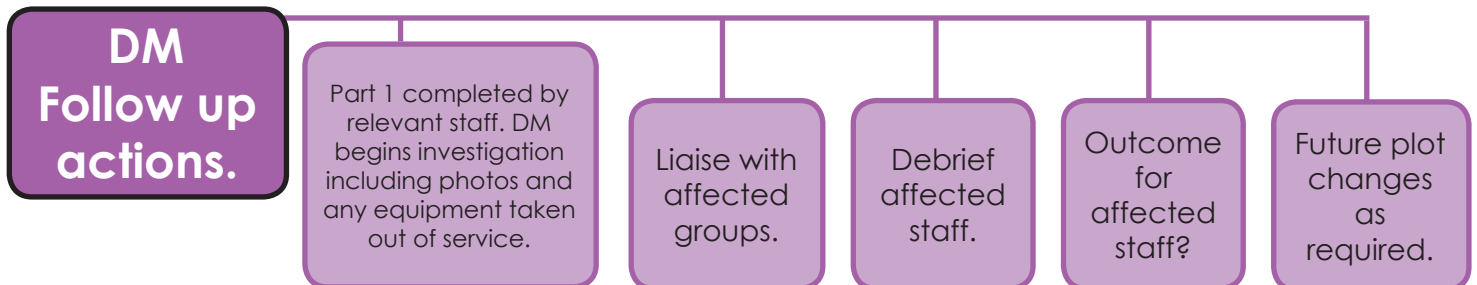
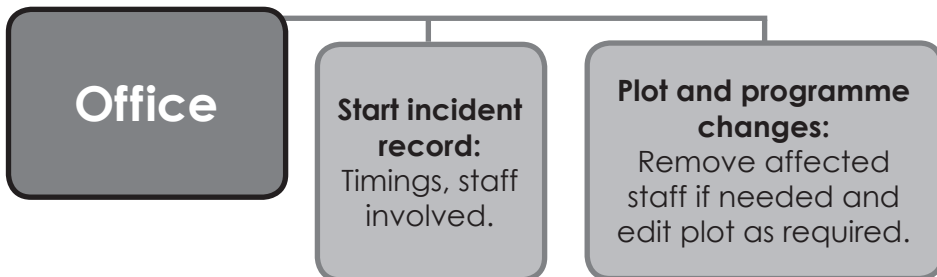
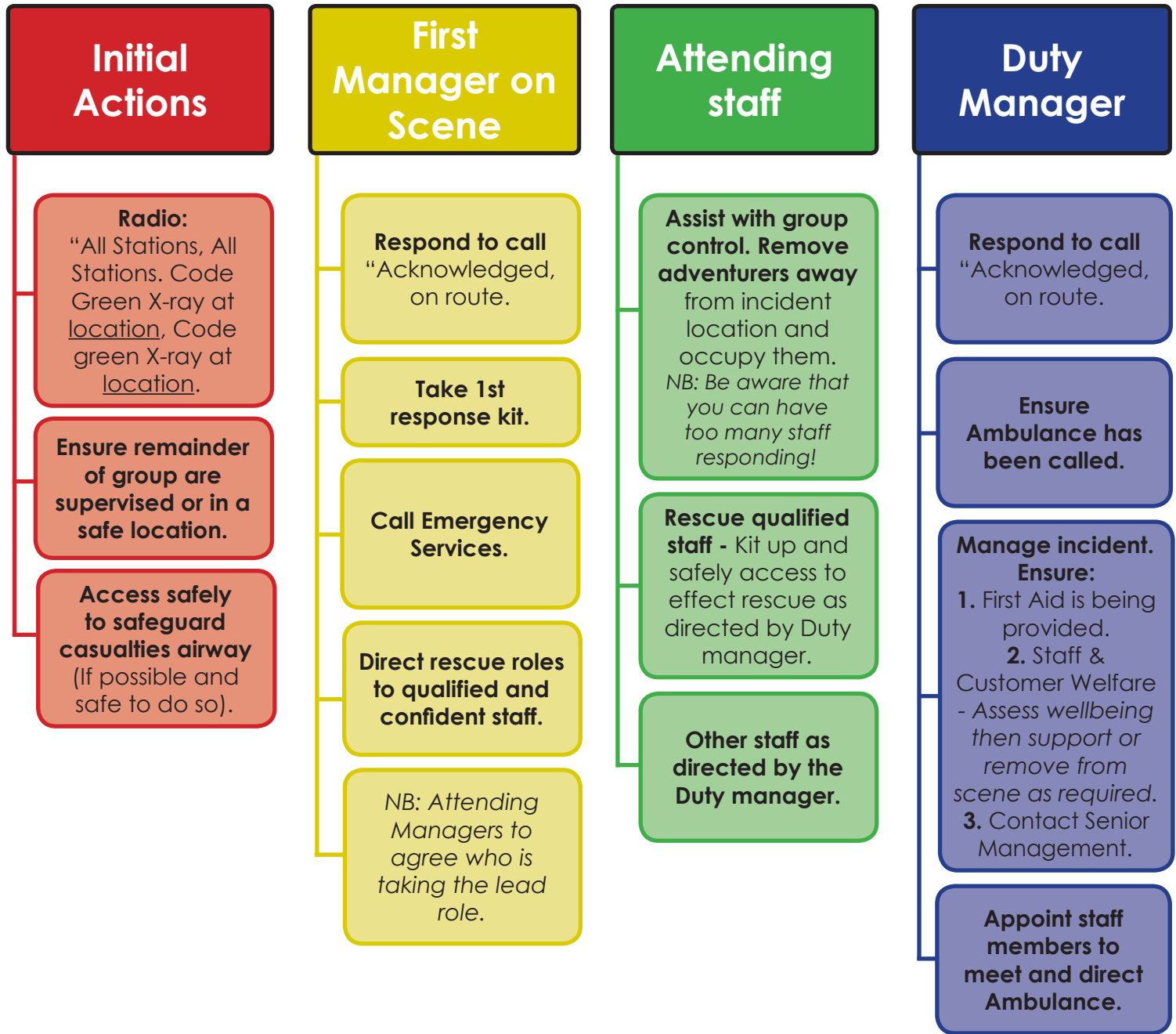
Liaise with affected groups.

Debrief affected staff.

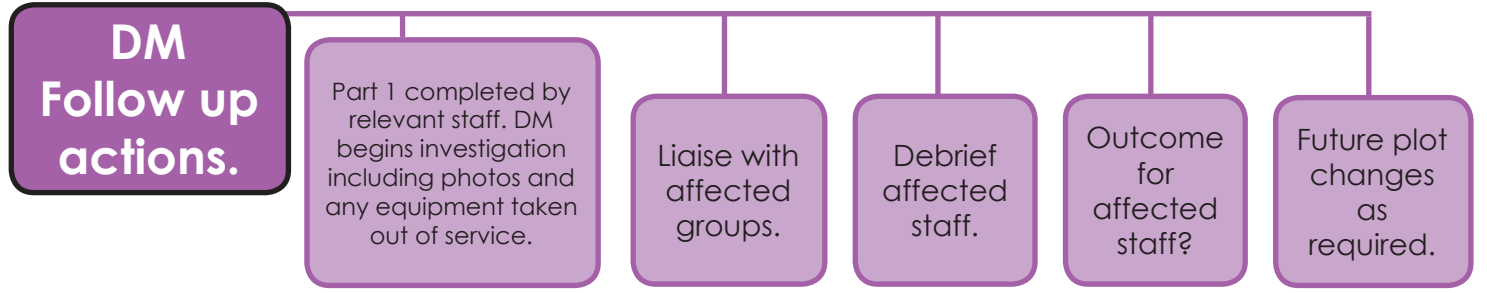
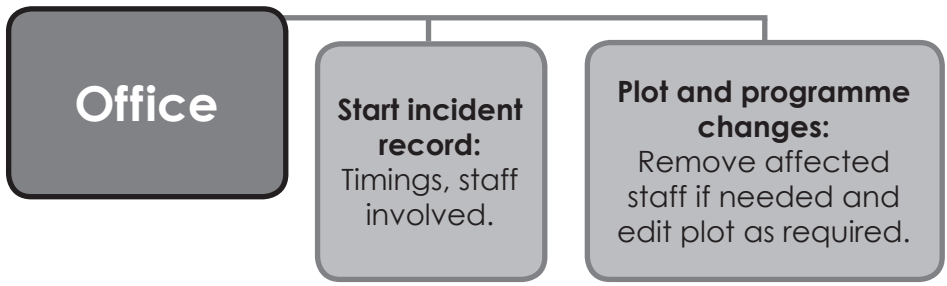
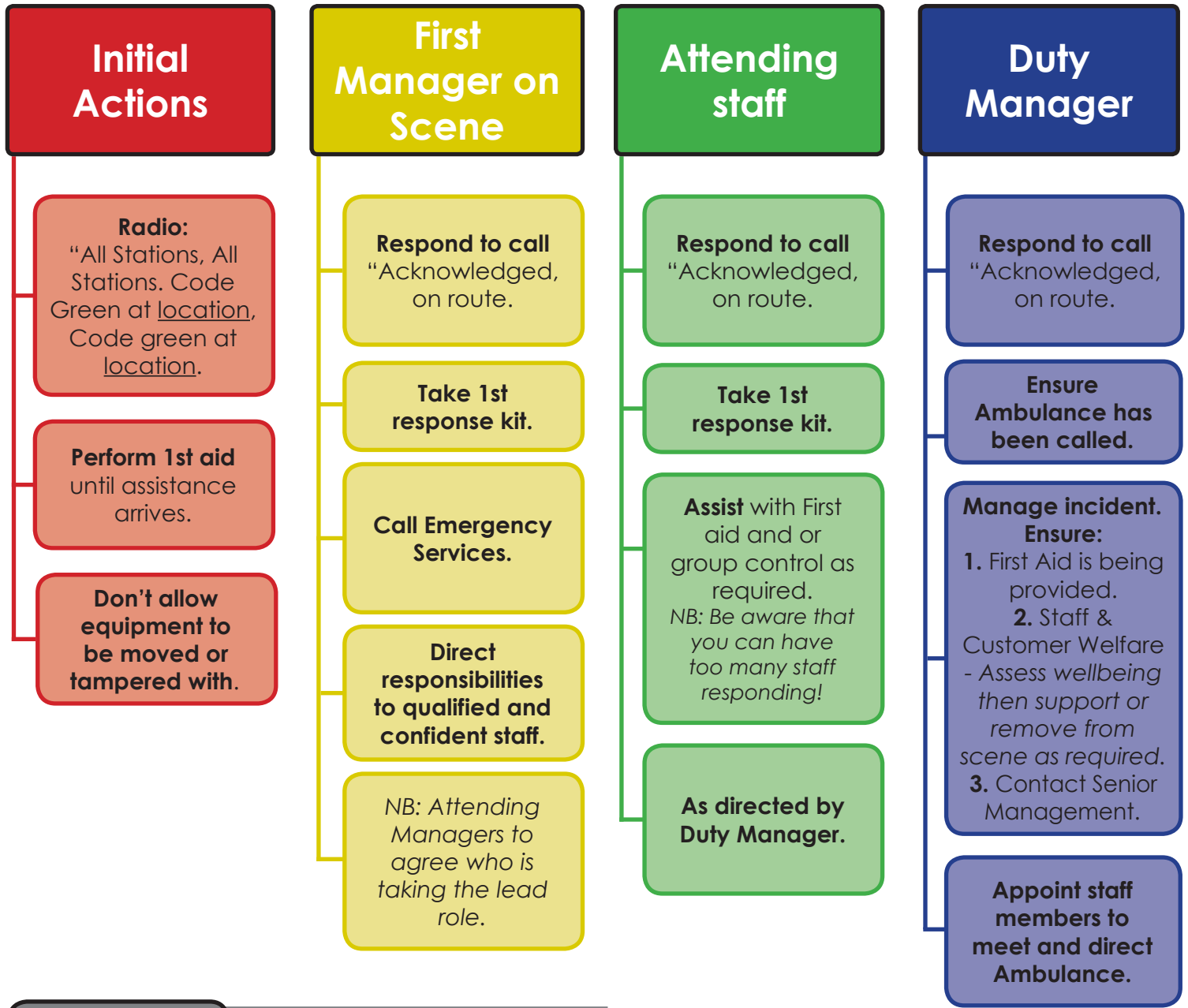
Outcome for affected staff?

Future plot changes as required.

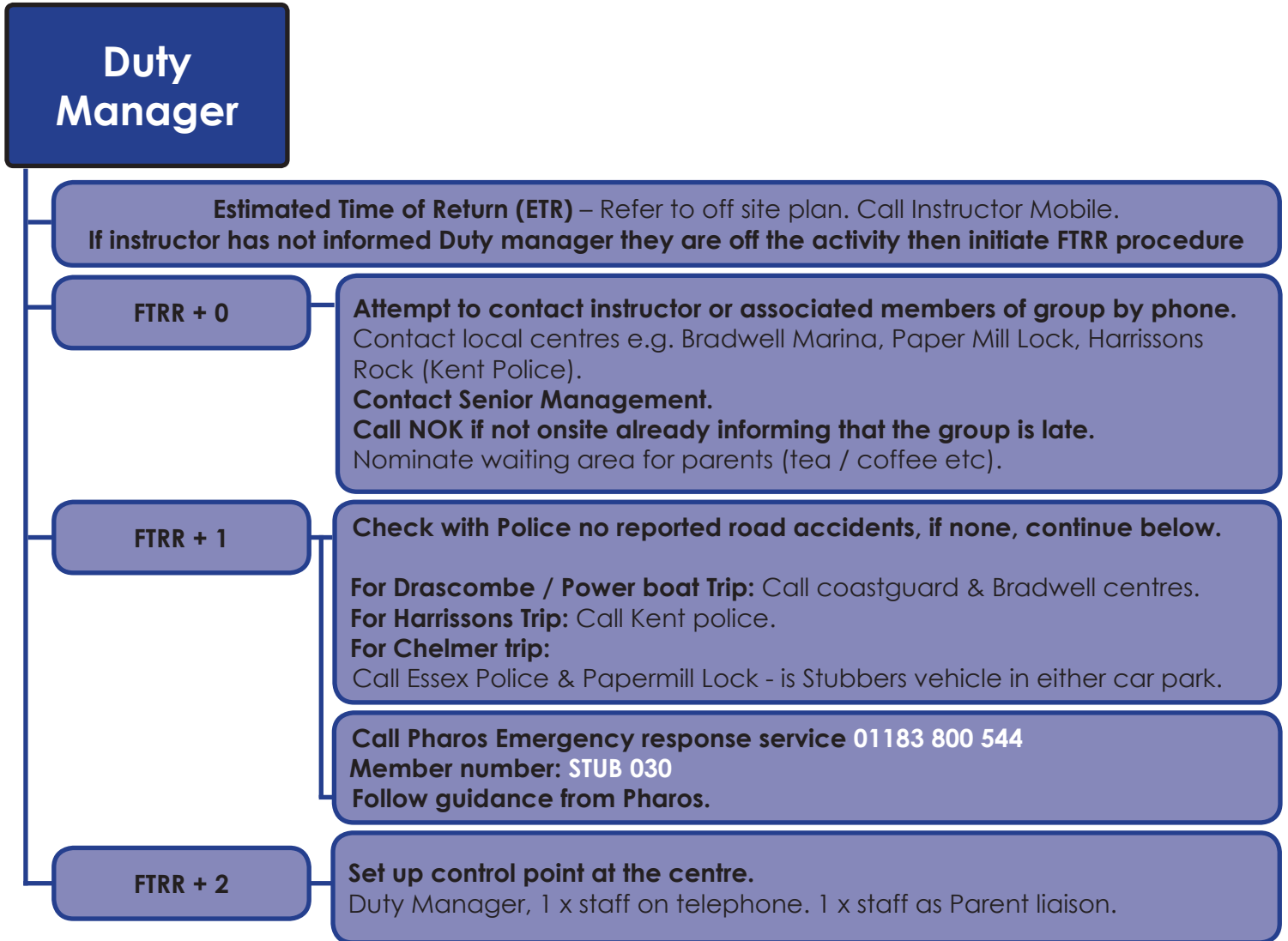
Medical Emergency rescue required- Code Green X-ray



Medical Emergency - Code Green



Off site Day - Failure To Report or Return (FTRR)



If information suggests a Major Incident, initiate EOP Off site - Medical Emergency.

If contacted by press or media before Pharos have provided statement, enquiries to be directed to Senior Management. Facts and no names. E.g.
"We have been informed that a group of[Young people] led by instructors from this centre have been involved in an accident / incident during atrip. The emergency services have been informed and we are cooperating fully with them to ensure the safe return of the group as soon as possible. I am unable to give any further information at this stage."

Essex Police 01245 491 491
Bradwell Marina 01621 776235
Bradwell OEC 01621 776 256
Coastguard 023 9255 2100

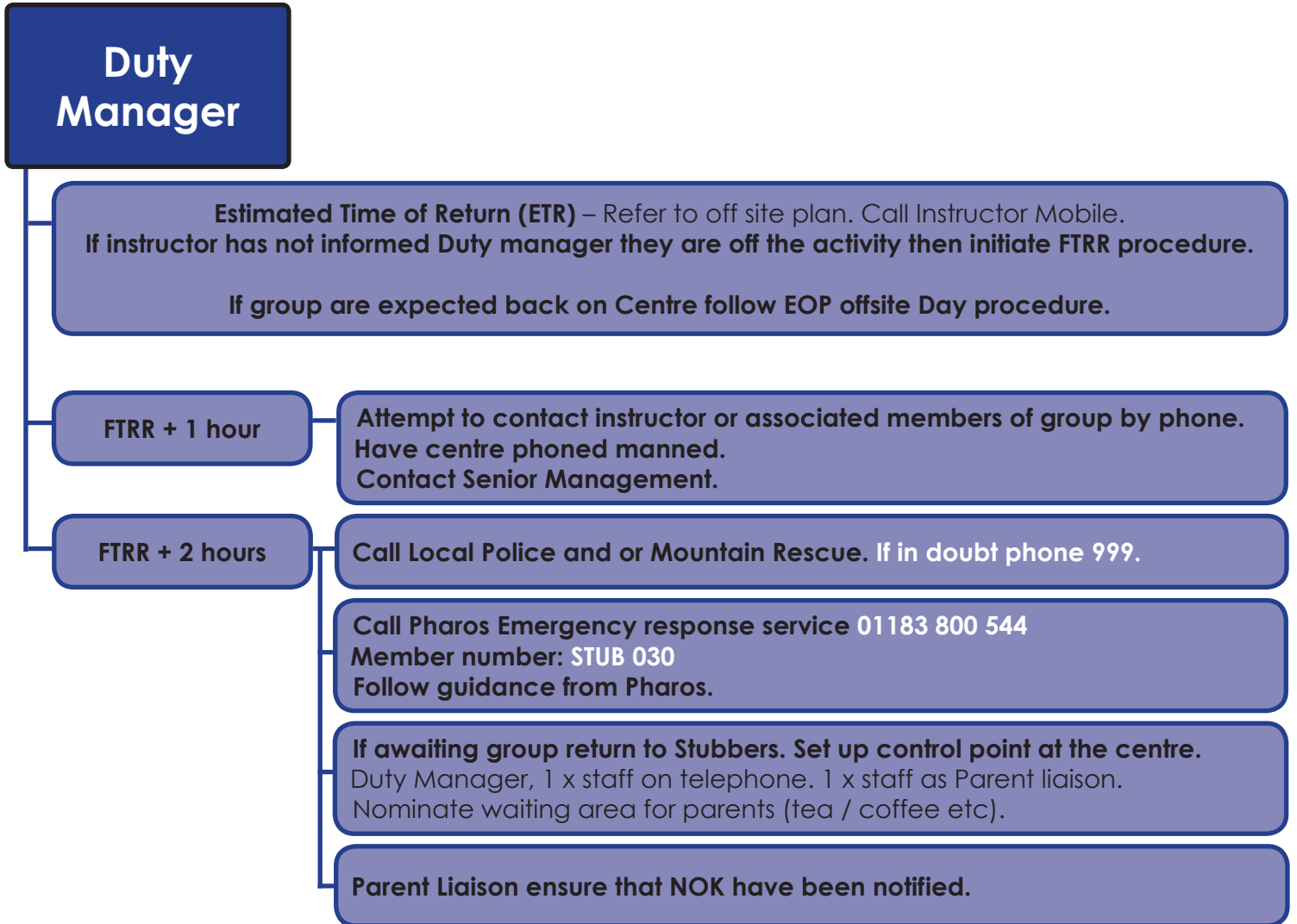
Kent Police 101

Essex Police 01245 491 491
Papermill Lock 01245 225 520

Follow up actions.

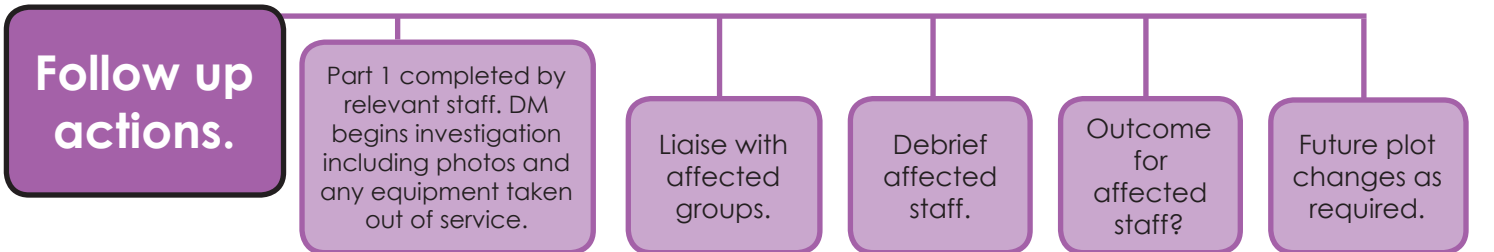
- Part 1 completed by relevant staff. DM begins investigation including photos and any equipment taken out of service.
- Liaise with affected groups.
- Debrief affected staff.
- Outcome for affected staff?
- Future plot changes as required.

Off site Residential - Failure To Report or Return (FTRR)

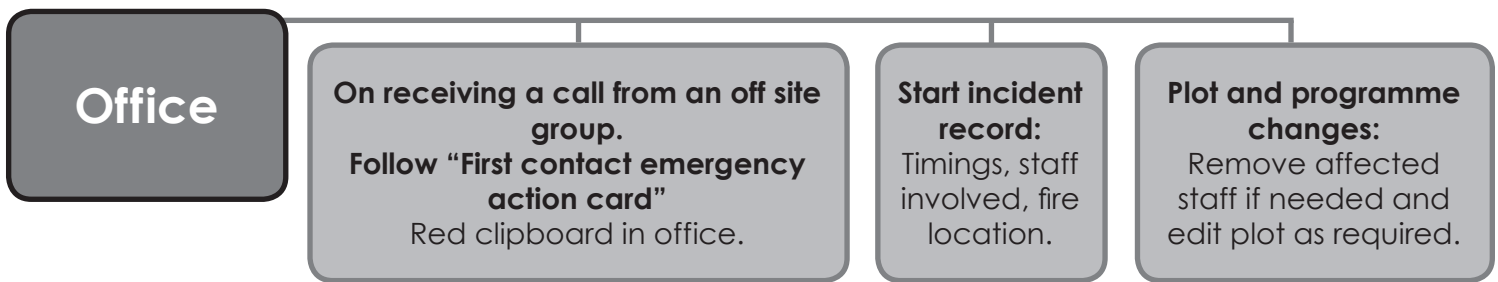
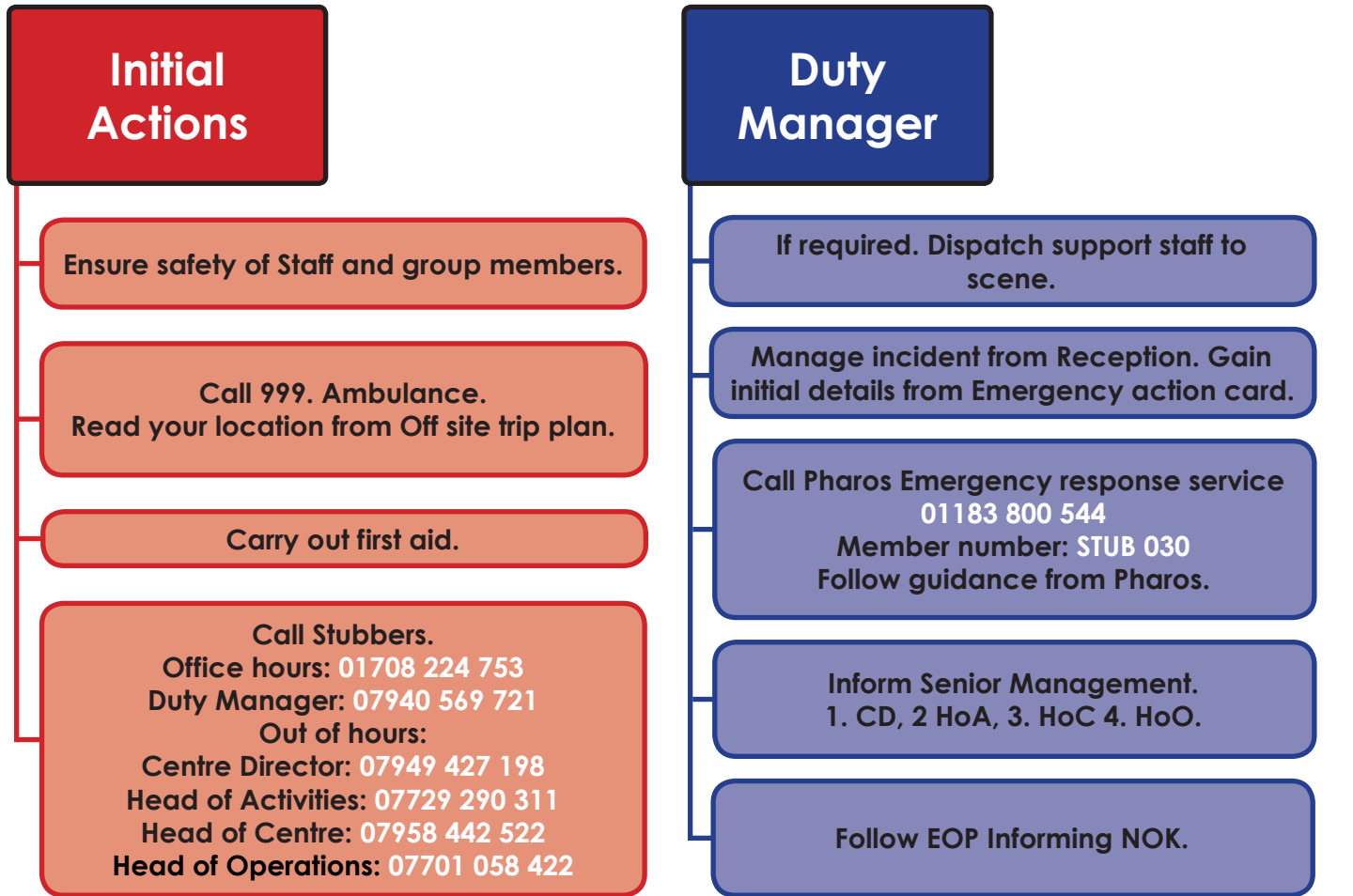


If information suggests a Major Incident, initiate EOP Off site - Medical Emergency.

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“We have been informed that a group of[Young people] led by instructors from this centre have been involved in an accident / incident during atrip. The emergency services have been informed and we are cooperating fully with them to ensure the safe return of the group as soon as possible. I am unable to give any further information at this stage.”

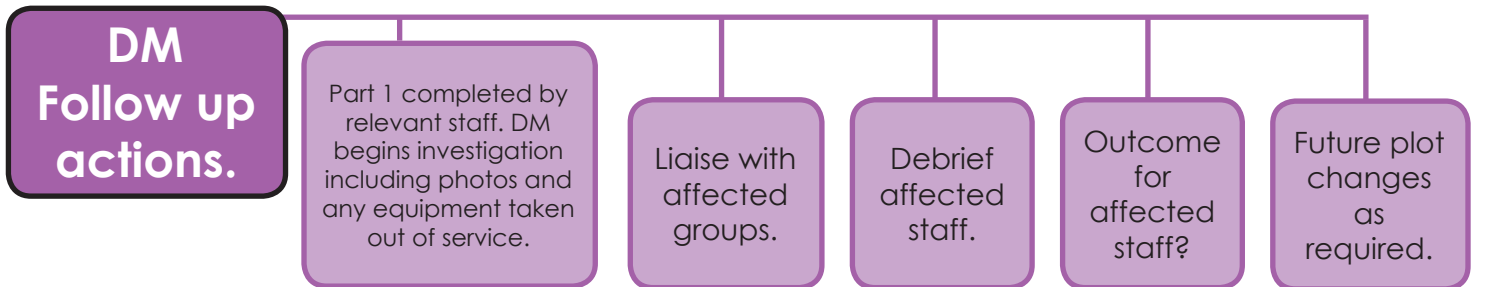


Off site - Medical Emergency

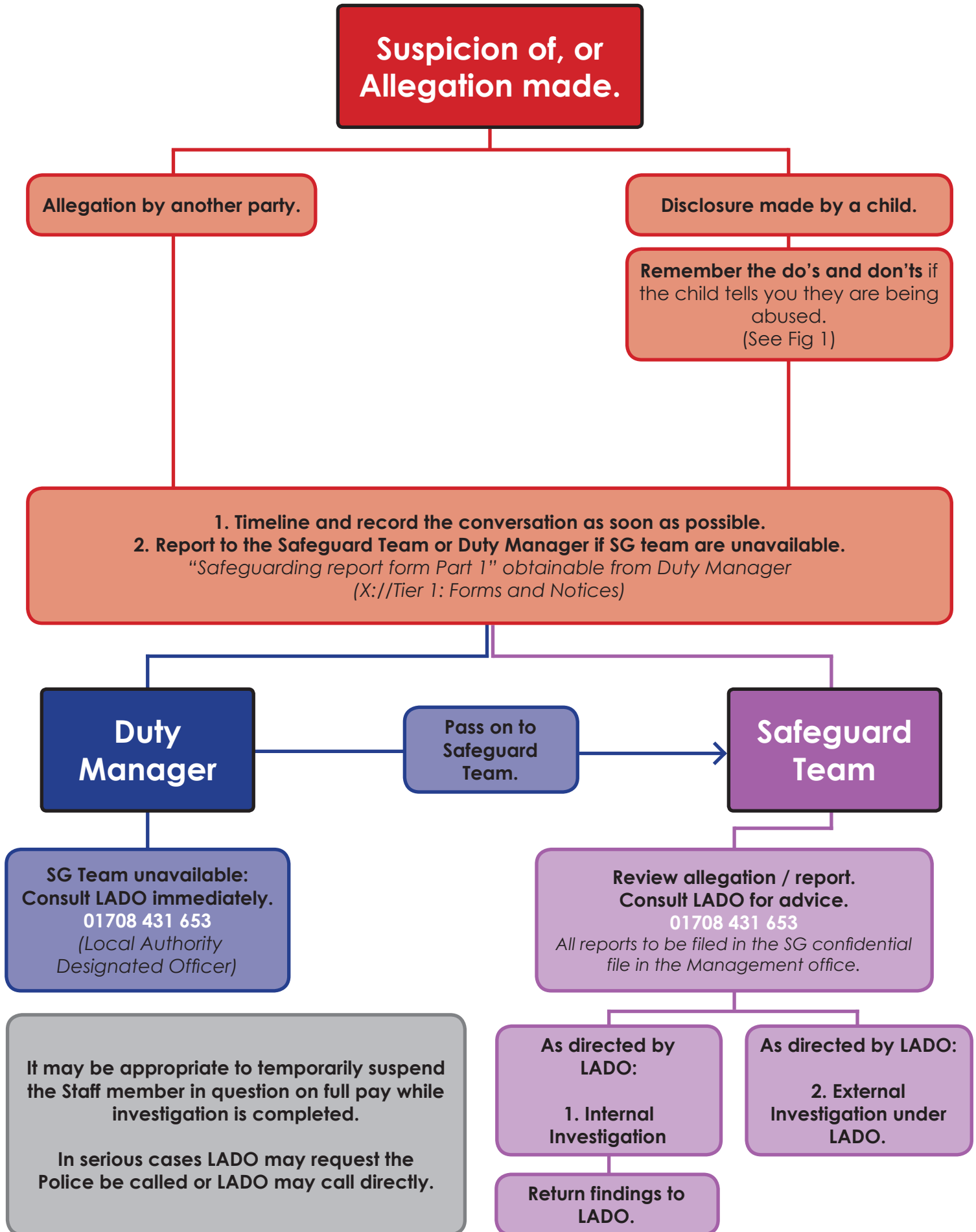


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Staff member suspected of Child abuse



Suspected child abuse procedure

Fig 1:

What to do if a young person tells you they are being abused.

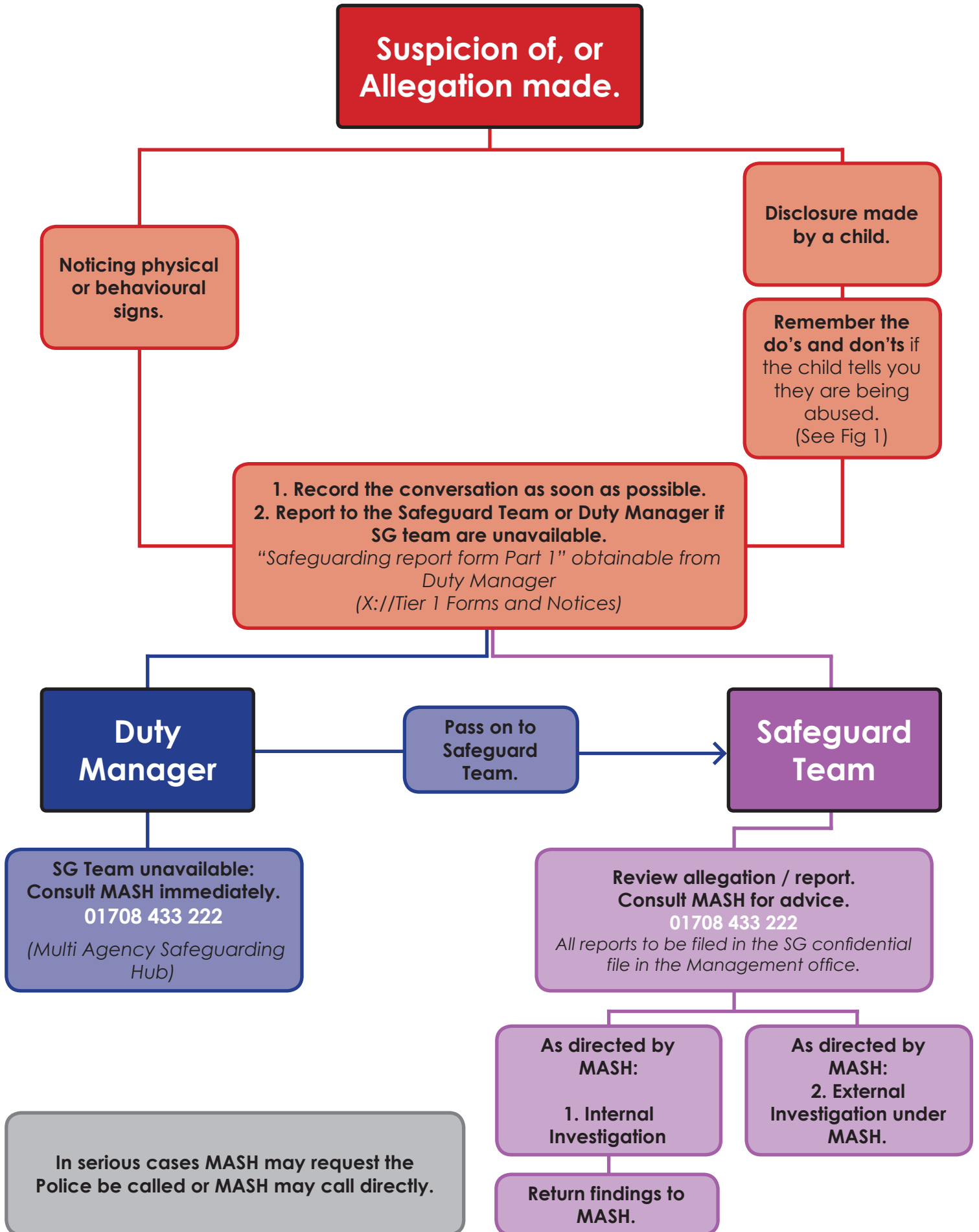
Let the young person know:

- You are taking them seriously.
- They have done the right thing by telling you.
- You realise how hard it is for them to tell you.
- It is not their fault.
- You are not passing judgement.
- What they tell you cannot be kept secret between you. You will have to tell someone else in order to help them BUT you will only tell other professionals that need to know.

You must:

- Keep questions to a minimum and do not ask leading or closed questions
E.g Did this happen in the changing room?
 Where did it happen?
- Not interrupt, let the young person talk as freely as possible.
- Start recording the facts as soon as possible - The Timeline of events is of vital importance.
- Not investigate or speak to anyone else other than the Safeguarding Team.

Suspected Child abuse



Suspected child abuse procedure

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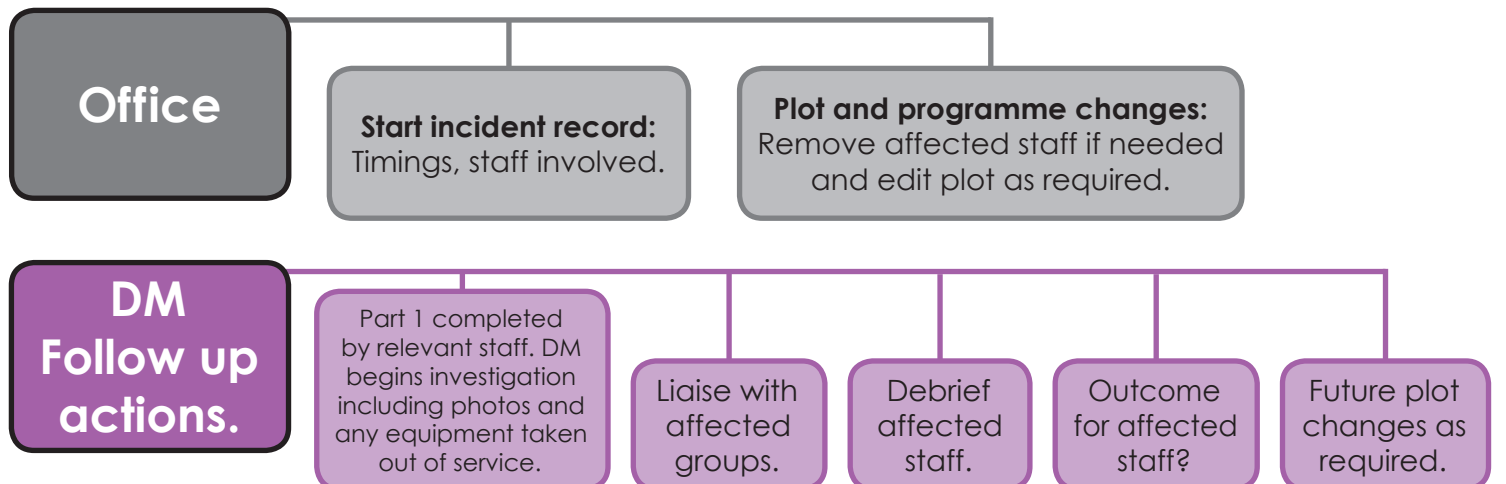
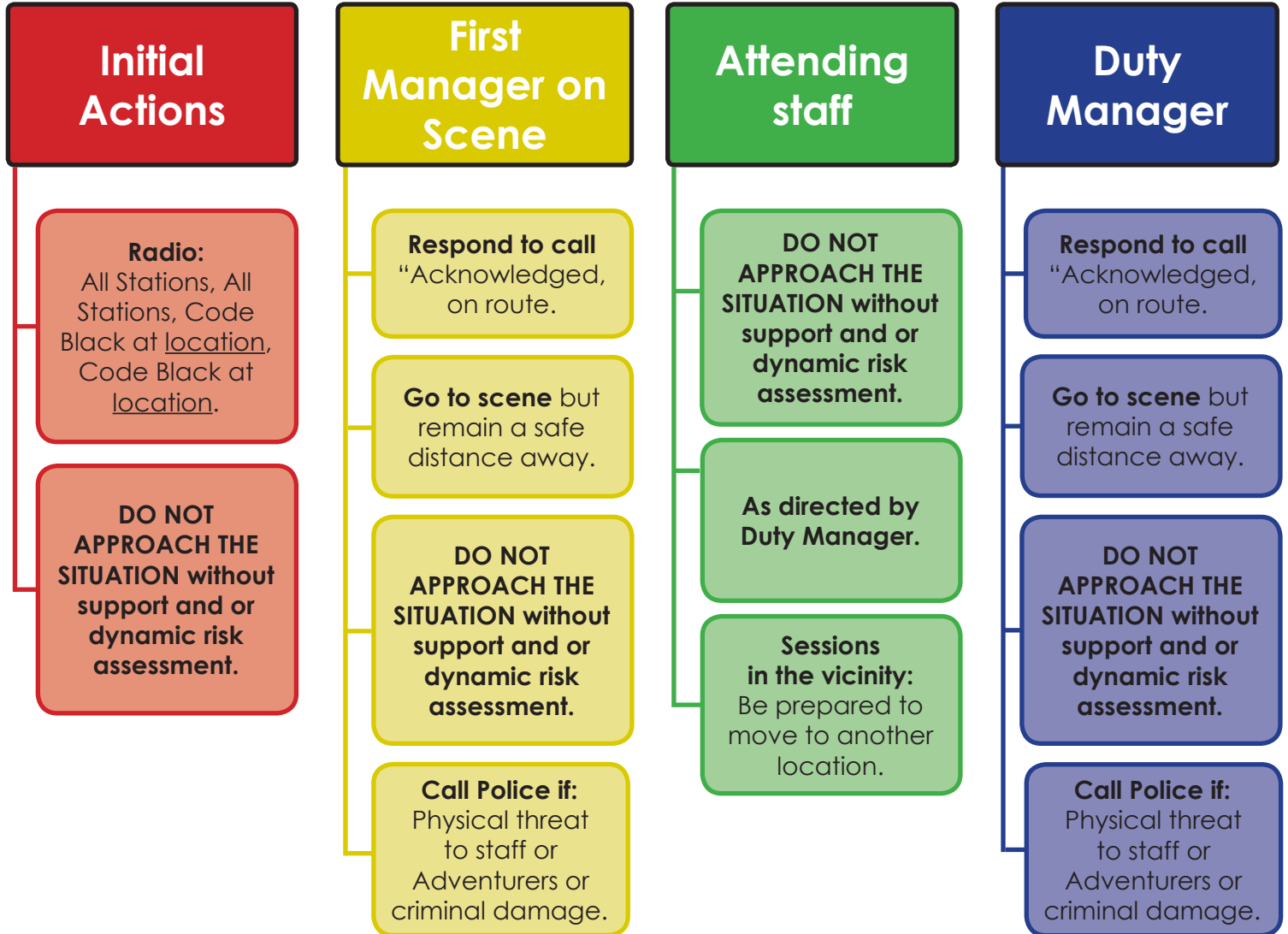
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Urgent assistance, approach with caution Code Black



Urgent assistance, approach with caution

Code Black

Appendix - Staff guidance

