

# **Accident & Incident Policy**

**Bracknell Forest Council (BFC) is committed to dealing efficiently and effectively with illnesses and emergencies that may arise while children are attending Ranger's sessions.**

## ***First Aid***

BFC recognises its responsibilities in providing adequate and appropriate equipment and personnel to enable suitable first aid to be given on site. Each site has a designated member of staff responsible for First Aid and resuscitation. This person holds an up to date Paediatric First Aid certificate.

## ***In the Event of an Accident, Incident or Illness***

The designated First Aider will be notified and take responsibility for deciding upon any appropriate action.

- If the child is judged to be able to safely remain on the site, the First Aider will remove the child from the activities and, if appropriate, treat the illness /injury themselves.
- If the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session. At the end of the session, the First Aider will fully inform the parent/carer of the illness accident and any treatment given.
- If the injury cannot be treated by the First Aider, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible.
- If the lead Ranger makes the decision a child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted.
- All such accidents and incidents will be recorded in detail and logged in the Accident Record book.

# Safety Policy

**Bracknell Forest Council (BFC) takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The Rangers will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority**

BFC aims to ensure the health, safety and welfare of all staff, children, and visitors. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times.

BFC Rangers are responsible for ensuring that the provision of the Health and Safety policy is adhered to at all times. As such, they are required to:

- Take reasonable care for their own health and safety and consider the implications their actions could have on others.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to injury, and assist in the investigation of any such events.
- Maintain an environment that is safe and minimises risk to health.

## **Health and Safety Inspections and Risk Assessment**

The identification, assessment and control of hazards on our sites are vital in reducing accidents and incidents. Daily safety checks are carried out by the lead Ranger, to ensure that the facilities are maintained and in a suitable state of repair. Any action required as a result of a health and safety inspection is taken as rapidly as possible. An investigation will be carried out on all accidents, incidents and dangerous occurrences.