

Lickey Hills Society: Safety Policies, Appendix 1

Child and Vulnerable Adult Protection Agencies.

Children's Social Services / The Multi Agency Safeguarding Hub [MASH].

The local Adult Social Services office.

Police: ring 101 who will direct the call to the appropriate team.
Or emergency 999.

The Lickey Hills Ranger Service, when working under the auspices of the Lickey Hills Country Park or within the Country Park.

Others:

NSPCC

RSPCC

Childline

Dr Barnardo's

Lickey Hills Society: Safety Policies, Appendix 2 - Checklist: Outdoor Activities

√	Before attendees are addressed and before the activity begins the Leader should:
	Inform the Rangers/site manager of the nature of the activity and where it is to take place
	Consider the risks posed by: weather; winds, wet, muddy or icy surfaces; activity, etc.
	Check with the Rangers /site manager for any risks you may be unaware of.
	Have you a first-aid kit? If not ask the Rangers/site manager if they have one you may use.
	Check that any equipment, machinery, etc, is safe to use.
	Are there hi-vis jackets available for the leader and helpers?
	Identify the helpers, inform them of any risks, and allocate roles if any.
	Are the helpers aware of the phone number of the visitor centre (0121 445 6036) and each other's mobile phone numbers if necessary?
	Is there a qualified first aider amongst the helpers?
	On walks, a backstop should be appointed and 2 escorts for anyone who wishes to return to the visitor centre.
	Inform helpers of safety procedures in the event of accident or emergency.
	Leaders and helpers should be aware of policies relating to safeguarding.

√	Brief the attendees before the activity begins:
	Encourage the attendees to complete an ICE card/form
	Inform the attendees of any risks
	Inform them of the terrain, length and duration of the walk and ask them to consider whether they feel able to cope with them.
	Ask them to consider whether their clothing and shoes are suitable. Be prepared to refuse to allow someone to take part if their clothing is unsuitable
	Do any of them have conditions that the leader and helpers need to be aware of. Suggest that they talk to the leader privately if they prefer.
	Tell the group you are carrying a first-aid kit
	Ask if any are first aid trained.

√	At the end of the activity:
	Take a count to ensure everyone is accounted for when necessary on activities out of LHCP
	The leader should record any notable incident or first-aid incident in the log, and should inform the Rangers/site manager

**Lickey Hills Society: Safety Policies, Appendix 3
Incident Guidance**

Lickey Hills Society - Incident Guidance



These notes are for guidance only, they are not a substitute for proper first aid training

Someone MUST take charge.			
Hazards If the casualty (or potential first aider) is in any danger, i.e. on an open road, try and make them safe.			
See if anyone in the group has first aid training			
Assess Situation and Check Response Determine extent of the injury/condition and whether assistance is required. Start appropriate first aid. If necessary Call 999. Identify where you are and an access point for an ambulance. Despatch a volunteer in a Hi-Vis jacket to meet the ambulance at that point. Also call the Rangers. Send someone to guide them if the place is not obvious. Is the casualty conscious? Are they able to talk?			
Unresponsive Check Airway, breathing and circulation		Responsive	
Not Breathing Start CPR. Ask the Rangers to bring a defibrillator or send someone to fetch it Identify if any bystanders have CPR experience. Start a new person every 2 -3 minutes if possible.	Breathing Put them in the recovery position. Try and keep them warm and dry until an ambulance or the Rangers arrive.	Not able to move Make them comfortable and try to keep them warm and dry until an ambulance or the Rangers arrive. Do not try to move them if they are unable to walk or there is suspicion of spinal or other major injury.	Mobile Establish whether they are able to move to a vehicle access point. If so, and if necessary, inform the Rangers and/or 999.