

## Emergency Action Plan

| Minor Incident   | Major Incident (Non-Life Threatening)   | Major Incident (Life-Threatening)   |
|--|---|---|
| An injury that can be treated with on-site first aid e.g. minor cuts, burns and grazes, minor eye irritation.  | An injury that may require hospital treatment (e.g. A&E visit) but not immediate emergency services e.g. sprains and strains, minor head bump with no loss of consciousness, dislocated finger or toe, mild allergic reaction (without breathing difficulty).   | An injury requiring the emergency services e.g. unconsciousness, head or spinal injuries, breathing difficulties, suspected fractures, severe bleeding.   |
| <b>Safety of the group</b>   |   |   |
| <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>Reassure the injured participant</li> <li>Administer first aid</li> </ul>   | <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>Reassure the injured participant</li> <li>Administer first aid</li> <li>If possible and safe, move to emergency escape points.</li> <li>If moving is not possible, remain with the casualty, continuing first aid and monitoring their condition until senior support arrives.</li> <li>Reassure and check on group.</li> </ul>    | <p><b>Call 999</b></p> <p><b>Details to pass on:</b></p> <ul style="list-style-type: none"> <li>Location (including access instructions)</li> <li>Who's involved</li> <li>Description of incident</li> <li>Major symptoms</li> <li>Treatment given so far</li> </ul> <p><b>Information to ask for:</b></p> <ul style="list-style-type: none"> <li>How long will the wait be?</li> <li>Reference Number?</li> <li>Confirmation of Address/Location?</li> </ul> |
| <p><b>Continue with session</b></p> <ul style="list-style-type: none"> <li>Resume session if safe and appropriate and adapt session if required.</li> </ul>  | <p><b>Report</b></p> <p>Contact RAISE Senior Manager to make them aware of the situation. Pass the following details on:</p> <ul style="list-style-type: none"> <li>Location.</li> <li>Who's involved.</li> <li>Summary of incident.</li> <li>First aid/treatment given.</li> <li>Support/resources required.</li> </ul> <p>Inform the onsite contact at the earliest convenient opportunity.</p> | <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>Administer first aid</li> <li>Monitor situation and update emergency services</li> <li>Reassure and check on condition of group members.</li> </ul>  |
| <b>Quarantine Equipment</b>  |   |   |
| <ul style="list-style-type: none"> <li>Secure and quarantine any equipment involved in the incident for a competent person to inspect.</li> <li>If working on a site not managed by RAISE pass equipment to onsite contact.</li> </ul>   |   |   |
| <b>Record</b>  |   |   |
| <ul style="list-style-type: none"> <li>For staff, complete an injury/accident report</li> <li>For children, complete an online incident/accident report on the online system used by your department.</li> </ul>   |   |   |
| <b>Review and Reporting Incident</b>   |   |   |
| <p>Depending on the severity of the incident:</p> <ul style="list-style-type: none"> <li>A RIDDOR report may be required to the HSE – this will be submitted by the Head of Health &amp; Safety.</li> <li>The Health and Safety Team may conduct a review of the activity SOPs (Standard Operating Procedures) and Risk Assessment, updating them as needed.</li> <li>Ensure affected individuals are offered appropriate follow-up care and emotional support.</li> <li>Provide a debrief for involved staff and review lessons learned.</li> </ul> |   |   |



Reviewed: September 2025

Approved by: **RAISE-AP** Educational Directors, September 2025

Next Review Date: September 2027