



Emergency Procedure for Activities Near Water

All Education and Community activities carried out close to or in water will be conducted in accordance with the appropriate Risk Assessment and Method Statement.

In the event that a person enters the water accidentally or unexpectedly, e.g. from a dipping platform, from a river or canal bank or by slipping and falling whilst in a river, the following procedure will be followed.

- If the person is unhurt and can quickly reach the side of the pond, river or canal independently, a Box Moor Trust staff member will provide assistance in helping them to leave the water, e.g. by using a throw line. In such circumstances, it is not necessary for the Trust staff member to enter the water to provide help.
- If the person is hurt or for some reason is unable to reach the side of the pond, river or canal independently and quickly, a Box Moor Trust staff member should only enter the water to provide assistance or administer first aid in exceptional circumstances. In this case, emergency services should have been called in accordance with the procedure below. A member of staff should never enter the water if they are the only member of staff present.
- Important note: at the Box Moor Trust ponds or the river locations used for Education work, the water is very shallow and, therefore, a rope or pole will be unnecessary when aiding people from the water. For activities involving a walk beside the canal, where we have no control over the depth or state of the water, The Box Moor Trust risk assessment requires that the Trust staff rucksacks contain a throw line that can be used in an emergency. At the Gadespring dipping platform, where water levels are deeper, there is a permanent pole available.
- Where required, an ambulance will be called, the location given and the Grid Reference/Post Code/GPS Coordinates (as requested by the emergency services) for the location supplied. Adults will be stationed in appropriate locations in order to direct the ambulance.
- Where a person requires first aid once out of the water, this may be administered by the senior teacher/group leader or the Box Moor Trust staff member, depending on levels of experience and how comfortable the casualty is with the Trust staff. Box Moor Trust Education and Community staff members are first aid trained in accordance with statutory requirements and emergency first aid kits are always on hand.
- The rest of the group will be looked after by a competent adult in an area away from the risk.



- For schools, uniform groups or youth clubs, the teacher or group leader in charge should contact the school/group so that the person can be collected and taken home.
- In all cases (adults and children), the person who has entered the water should be provided with information on Leptospirosis and on the dangers of secondary and dry drowning (available in Box Moor Trust Education and Community rucksacks, the pond dipping and rivers studies resource boxes and from the Box Moor Trust Centre).