



The Learning Farm- Emergency Policy

Operational Owner	Nicky Cummings
Effective date:	01/09/2025
Review date:	01/08/2026 (annually)
Related documents	Safeguarding Policy Student and staff expectations document Environmental Policy Emergency Policy Infection Control policy Fire Risk Policy Health & Safety Policy

Purpose

This policy ensures the safety and wellbeing of pupils, staff, visitors, and animals during emergencies. It applies to all sessions, including the basic pony care programme delivered to pupils attending for 2-hour visits in a nurturing, therapeutic environment.

Scope

- Pupils (particularly those struggling in mainstream education)
- Staff and volunteers
- Horses, ponies, and donkeys kept on the livery yard
- Visitors and contractors

Emergency Types Covered

- Fire (barns, stables, hay storage)
- Medical emergencies (pupil, staff, or visitor injury/illness)
- Animal-related incidents (kicks, bites, escapes)
- Severe weather (flooding, storms, snow)
- Utilities failure (electricity, water, heating)

Roles & Responsibilities

- Farm Manager: Overall responsibility for emergency response.
- Session Leaders: Ensure pupil safety, account for all attendees, and follow evacuation procedures, secure animals.
- Staff/Volunteers: Support pupils and assist emergency services.
- Pupils: Follow staff instructions calmly and promptly.

Emergency Procedures

Fire

- Raise alarm immediately and call 999.
- Evacuate pupils to the designated assembly point :**Carpark**.
- Do not attempt to move animals unless safe and trained to do so.
- Farm Manager liaises with Fire Service.

Medical Emergency

- First Aid kits located in stable yard and classroom.
- At least one staff member trained in First Aid present at all times.
- Call 999 if required.
- Inform parent/guardian and record incident.

Animal Incident

- Remove pupils from immediate danger.
- Secure animal safely in stable or paddock.

- Administer First Aid if needed.
- Report incident to Farm Manager and record details.

Severe Weather

- Monitor forecasts.
- Cancel or adapt sessions if unsafe (e.g., icy yards, flooding).
- Move animals to secure shelter.
- Inform parents/guardians of cancellations promptly.

Utilities Failure

- Assess impact (lighting, water for animals, heating).
- If unsafe for pupils, suspend session and arrange collection.
- Ensure animals have alternative water/feeding arrangements.

Communication

- Emergency contact numbers displayed in office and stable yard.
- Parents/guardians informed immediately of any incident involving pupils.
- Incident reports completed within 24 hours.

Training & Drills

- Staff trained annually in fire safety, First Aid, and animal handling.
- Pupils briefed at start of each session on basic safety rules.
- Fire evacuation drill conducted termly.

Review

This policy will be reviewed annually or after any major incident. Updates will reflect changes in legislation, farm operations, or risk assessments.