



Emergency Response Process 2025 - 2026

Introduction:

Future Roots works hard to ensure a safe and inclusive environment for all young people who attend, the staff team and any visitors to the Farm Site.

Measures that are in place to support this are:

- There is a daily record of all persons on the farm site.
- Visitors are required to sign in on arrival.
- There is always a minimum of two people who are First Aid trained onsite
- There is a Defibrillator on the outside wall of the office.
- There are regular Fire Inspection and equipment checks ([in line with current regulations 2022](#)).
- There are regular Health and Safety checks (in line with [current regulations](#) – [H&S at Work Act 1974](#) and [the Management of Health and Safety at Work Regulations 1999](#)).
- Hazardous material is stored safely.
- Personal Protective Equipment is provided to all YP and staff.
- YP Referral profiles note any specific risks and /or behaviour matters.
- All activities on the Farm are Risk Assessed and supervised by staff.
- There is a Fire Evacuation procedure.
- All tools, sharp objects (e.g. knives and scissors) are stored safely.
- There is a safe administration of medicines procedure.
- There is a procedure to follow if YP leave the site without permission, and individual risk assessments where needed.

Steps to follow in the event of the following:

1) Accident/Injury.

- Staff First Aider to assess the extent of the injury or situation and administer first aid as required.
- Assistance requested from the office (by staff or trusted YP) where the situation requires immediate attention e.g. Ambulance / Paramedic is needed.
- Follow standard recording and reporting procedure.
- Following the accident/injury – Staff debriefing if situation indicates this.

2) High Risk situation due to a YP behaviour

- Staff in vicinity use de-escalation skills to calm situation and stay within safe distance. Offer YP a safe space to go to on the Farm and offer reassurance and calming strategies.
- Office informed immediately. If urgent assistance needed indicate by knocking on the office door/window. Office staff will respond and find out about the issue to assist with and offer support.
- Other YP asked to leave vicinity of incident or move away.
- Walkie Talkies to be used where required
- Decision made regarding level of risk and need for emergency services assistance.



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- Staff supported to monitor the situation.
- Once incident has been dealt with – Staff debriefing convened and reporting as required.

3) Young Person leaves the Farm Site without permission or good reason

- Immediately inform the Office of the situation and dynamic risk assessment will apply.
- Staff responding to YP to have access to a mobile phone / walkie talkie to remain in contact with the Office and for safety.
- Where possible attempt to keep eyes on to determine how far young person has gone beyond the Farm premises. Office to call parents and the school.
- If no sight of the young person, decision to be made with regard to notifying the Police with consideration to the YP's specific needs and vulnerability.
- If a young person has turned left out of the gate attempt to keep eyes on but at a distance to evaluate whether the YP simply needs some time to calm and may eventually return.
- If a young person has turned right – as above. **However, if the YP has reached the Main Road the Police must be informed.**
- When situation is resolved convene debriefing with staff and if able the young person.
- Record as a Concern & Incident

4) Intruder or unwanted threat onsite

- If there is an intruder or other unwanted threat that comes onto the farm site, to take the young people up the track to the house and lock doors, police to be called.
- Director or Manager to try and diffuse the situation if possible
- If risk considered too great and getting to the house is not possible, to lock themselves into the staff toilet with their mobile.

5) Fire

- Follow the Fire Evacuation Procedure – (available and displayed in all buildings)

6) Power failure, flooding, building damage/collapse.

- Refer to Future Roots Business Continuity Plan (Staff Admin > Risk Assessments) for advice and steps to take to safely maintain the services on the Farm Site.
- Report and decide on remedial action.
- Where there is obvious risk from Flooding, Building damage, High Wind etc no approach should be made to areas of the Farm effected without planning and due caution.
- **No YP should approach fast river flooding or areas effected by damage**
- **Seek advice from Site Co-ordinator**

When a situation arises staff should always approach matters with common sense and ask for assistance at the earliest opportunity. Staff are not expected to put themselves at risk when dealing with an emergency or risky situation, rather they should take a calm and measured approach and every reasonable step to manage it safely. Future Roots recognises that seeking support at the earliest opportunity is always the best approach. Removing young people from danger and keeping oneself safe is paramount.