

Naunton Park Forest School Health and Safety Policy

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1. Site issues: Forest School sessions will take place at Naunton Park Primary School and nearby at the Pilley Bridge Nature Reserve.

Security: Naunton Park grounds are secure; children are not able to leave the site without passing through the school building. All gates are locked with padlocks that only adults know the pin codes to. Children will be monitored at all times. When using Pilley Bridge, adults will be positioned at both ends of the path and boundaries are made very clear to children. The boundaries are marked with the sign.

Clearly marked boundaries: The children need to be made aware of how far they may explore and the area used for Forest Schools is clearly marked and shown to the group on arrival

Open Water: There is a small pond in the front garden of school and a small pond at Pilley Bridge, if either area is being used then they would be supervised by an adult at all times. Staff and helpers will be provided with a Pond Risk Assessment (Pilley Bridge Risk Assessment – rope off pond) and this is also available on the school drive. Children are made aware of the pond rules-6 maximum around the pond at a time, no hands in the water, always kneel next to the pond.

Dead wood and low branches can be a hazard: The area should be checked for hanging dead wood and low branches. A check of the woods will be carried on a regular basis to ensure that there are no branches which may cause injury. Extra checks will be needed following high winds, heavy snow falls and summer drought

Poisonous Plants: Children should be made aware that plants, fungi and berries should not be picked and not eaten. For the purpose of Forest School it may be assumed that all berries are poisonous.

Bees, wasps and biting insects: Be aware and instruct children appropriately on what to do to prevent stings and to notify an adult if they have been stung.

Woodland floor (OLE): It may be boggy during and after wet weather. During spring time the floor of the woodland may have wild flowers. Use appropriate footwear, try not to disturb wild flowers. Beware of trip hazards.

Sustainability: Overuse of an area is unsustainable. Whenever possible it is advisable to change the area of use so that the site can regenerate

Natural shelter: If possible, the site should have some low bushes or a tarpaulin set up to protect the group from wind and rain.

2. Basic Rules for Forest Schools- children are reminded of the rules at the start of each session.

Boundaries: Clearly marked out boundaries in all settings must be stuck to.

Fire safety rules:

- Walk around the outside
- Never cross the fire area
- Only approach the fire if requested by an adult
- Lighting fire is on a 1:1 ration with an adult
- Use a safe kneeling position when near to the fire
- Never throw anything into the fire.

Climbing- only climbing to the recommended height of 1.5m, must have a spotter underneath, an adult must be in close proximity.

No picky, no licky- children must not pick berries or put anything in their mouths.

Sticks- children must be careful when carrying sticks, it may be better to drag them and be aware of them near their faces and eyes.

3. Accident and Emergency Procedures: All children will be taught to respond to 3 blows of a whistle. When they hear this, they must all immediately stop what they are doing and go to the adult who called it. They will gather together and be counted to check that children are present. This call will be used in an emergency, for example if an injury has occurred and action needs to be taken or to inform the group of an issue. The forest leader will have a phone on them at all times.

In case of injury to adults or children:

- In serious cases, 999 should be dialled using the walkie talkie or phone.
- Communicate with the School office who will then inform SLT.
- The rest of the group will be supervised away from the incident and if in danger will be removed to safety.
- SLT to Inform parents/carers (responsibility of office staff).

Emergency phone numbers: School Office: 01242 513114

4. Tool Use: Forest School includes offering activities that require the use of tools; they may include potato peelers, bow saw, hand drill, knives, axe, bill hook, hand saw and a fire steel. Using tools enable the children to develop new skills and increase self-confidence. We aim to ensure all participants use tools safely with little risk to their health.

The following guidelines are to be followed when using tools

- Regular checks made to ensure tools are fit for use
- When using tools, a designated area will be marked out with rope and children will be made aware of this.
- Tool talks will be given prior to use.
- All tools must be accounted for at the end of the session.
- Tools will only be used when a level 3 Forest Leader is present.
- The use of tools with children will be carried out on a 1:1 basis with an adult.
- Tools should not be left unattended.
- Personal protective equipment can be provided in the tool area (gloves and fire blankets)

- Tools are stored in a locked box in forest school shed.

5. First Aid- First Aid treatment must be carried out by a trained first aider. All cuts, grazes and open wounds must be covered when possible to avoid infection. All injuries will be recorded in line with school procedures. The Forest School Leader must check for any known allergies and conditions and make other staff/volunteers aware (if not already). Ensure medication is available and is only administered by a first aider. If parents have provided sun cream, it is to be applied prior to the start of the session (children encouraged to apply own sun cream with supervision)

6. Fire Procedure Camp fires are an important part of Forest School but safety procedures must be followed at all times.

- Related safety equipment, including water will be kept in close range to the fire.
- Smoke inhalation will be reduced by burning dead wood. Children will be encouraged to move places if sat in direction of smoke.
- Children will only be allowed to light fires under direct supervision of Forest School leader using suitable materials and equipment.
- Fire must always be guarded by an adult.
- All fire must be extinguished at the end of a session-doused with water and stirred until all steam and smoke has ceased. Remains will be checked to see that they have cooled and are safe to leave.

Location: camp fire is situated in an open part of the site and is enclosed by bricks on all four sides. Large seating logs are at a safe distance from the fire. All children, staff and volunteers must be made aware of fire pit rules.

7. Emergency Fire Procedure In the event a fire became out of control:

1. Assemble children away from the fire and headcount.
2. Exit the area onto the school playground.
3. Lead adult to call 999 and send additional adult to the School office
4. Second headcount.

8.Responsibilities of the Forest School Leader To ensure that:

- Forest School is safe.
- Appropriate risk assessments have been completed.
- There has been a sweep/risk assessment of the Forest School site to check for hazards prior to any session.
- Tools are counted and in a secure tool box.
- Ratios are safe
- Staff and volunteers have read any Forest School risk assessments.
- Tools are checked for safety, any maintenance dealt with or if necessary, taken out of use.
- Accidents/incidents are reported.
- First aid kit is taken to sessions and is kept well stocked and replenished.
- To take lead in planning, delivering and evaluating the programme.

9.Insurance Our Forest School site is covered by Gloucestershire County Council Public Liability Insurance.

10. Food Hygiene and eating By following food hygiene principles, we are trying to avoid contamination of food by doing the following:

- Food should be prepared on a clean surface.
- Utensils will be clean and in good condition.
- Any cuts are covered with a plaster before preparing food/serving food.
- Children are supervised at all times.
- Children are shown the correct way to use equipment.
- Children sanitise their hands before eating
- Equipment is cleaned and stored away in an area that is dry.
- Waste is disposed of responsibly.

11. Toileting: Children will be encouraged to go to the toilet before the session. Children will be allowed to go back into school escorted by an adult if the toilet is required/children need changing if a toilet accident occurs.

12. Weather and clothing All adults attending Forest school will be advised on the appropriate clothing to wear for the weather and activities they will undertake. In cases of extreme weather conditions such as storms, very cold temperatures or excessive rain sessions may need to be moved indoors or rescheduled. Families are reminded regularly, particularly when the seasons change, about sending suitable Forest School clothing into School. For safety reasons if a child is unsuitably dressed and appropriate clothing cannot be provided by School or parent/carer they will be unable to participate.

PPE- Children will be provided with PPE equipment during sessions such as gloves, fire blankets and guided by the leader on how and when to use them.

13. Missing Child Procedure Children are regularly reminded of Forest School rules and boundaries. Regular head counts take place and if on discovery of a missing child, gather children together and use '1,2,3 where are you' shout out. Whilst an adult remains with the group of children, a search of the vicinity must be made. Whilst search is underway, the other adult must notify the School office either by walkie talkie or on foot. Office manager will notify Head Teacher and a decision will be made on whether to call the Police