

## **KE HEALTH and SAFETY Policy**

Health and Safety of the children, staff and visitors is our primary concern. While the KFS Directors are responsible for the day to day safe running with a duty of care for the children, ALL adults are required to take all reasonable steps to ensure children and adults are safe. Before a session commences all leaders/facilitators involved in the sessions have access to activity plans and risk assessments associated with the activities.

For KFS to run safely, the KFS Leader will:

- Ensure that at least one qualified first aider is on site at all times
- Establish and maintain a safe and healthy environment
- Follow policy and practice found in the Handbook
- Make sure all adults on site have knowledge of all guidelines
- Ensure that all adults are familiar with all emergency procedures, reporting and recording
- Make and share risk assessments before sessions
- Ensure that volunteers are aware of their responsibilities towards the children
- Fully investigate any accidents and use information for future risk assessments
- Keep to the legal adult: child ratio
- Make sure all safety equipment is in good working order

The KFS Leader is responsible for the maintenance of the first aid kits and any tools that are used on site.

### **Insurance Policy**

Kinda Forest School is held in Kali Woods, a 5 acre woodland outside Halesworth.

We are covered by Liability Insurance with

SAUA, 5–6KingfisherCourt Northfield Farm Lane, Witney, OX28 1UF Tel 01993777850 E mail [kate.gibbons@saua.co.uk](mailto:kate.gibbons@saua.co.uk) Website [www.saualiability.co.uk](http://www.saualiability.co.uk)

Renewal date JULY

And KFS insurance Birnbeck Insurance sept 19-sept 20

### **KFS Guidelines**

We have guidelines and boundaries that all children and adults are made aware of. Children become involved with the setting and understanding of the KFS school rules to ensure their safety. All follow and update the risk assessments.

---

## **Risk Management, Assessments, Benefit analysis**

The 5 step approach to risk assessment for all KFS activities:

1. Look out for hazards
2. Decide who may be harmed and how
3. Evaluate the risks and decide whether existing controls are adequate or whether more should be done
4. Record findings, including daily amendments to standing risk assessments based on site visits and observations
5. Review assessments on a regular basis (or if circumstances change, which may affect the rigour of the assessment) and revise if necessary

Carry out site risk assessments on each site where the activities will take place on a seasonal basis

Daily pre-visit checks will be carried out by the Forest School Leader on sites to be used prior to a day's activities, as near to the start of the activity as is reasonably practicable. The finding will be recorded on a Daily Risk Assessment form.

Complete an Activity Risk/benefit assessment for every activity to be undertaken at Forest School.

Ensure all staff and volunteer helpers have read the relevant Site and Activity risk assessments prior to the session.

Stop activities, if in the opinion of the Forest School Leader, weather conditions such as high winds or the threat of electrical storms make practice unsafe.

Inform staff, volunteers and children of potential hazards and methods of working in order to minimise their risk further

Involve staff, volunteers and children in risk assessment, as appropriate, as part of learning. Ensure legal guidelines regarding off site activities, adequate insurance and parental permissions are met.

Ensure that all staff, volunteers and children are aware of the emergency procedures for the Forest School site.

Be responsible for teaching children adequate skills in order to keep themselves safe, particularly in relation to the use of hand tools and fire.

Ensure children and adults will have access to drinking water during sessions.

Ensure a nil-by-mouth policy is adopted in all Forest School sessions – except for food cooked as part of a fully risk assessed Forest School activity.

### **Daily Site Risk Assessment**

Before KFS begins a Daily Risk Assessment is carried out, either by KFS Leader or another Forest School Facilitator.

This includes a sweep of all areas used, to ensure that there are no changes to the site which could cause harm. For example loose branches after high winds. Following the Daily Site Risk Assessment the KFS leader will carryout anything that is needed to make the site

---

safe (e.g. remove any hazards, mark off any unsafe areas). At the same time they will consider specific circumstances which make it appropriate to cancel a Forest School Session.

### **Activity Risk Assessment**

When planning activities for Forest Schools, any hazards associated with that activity, that are at risk of causing harm, should be considered. These should be recorded on an Activity Risk Assessment with suitable control measures taken to control and minimise the risk. Due to the nature of Forest Schools the children may come up with a new activity during a session and therefore reasonable steps will be taken to ensure the activity is safe. An Activity Risk Assessment form will be completed asap following that session.

### **Extreme Weather Risk Assessment**

Weather charts - evaluation of risk to woods, wind, rain, and general weather conditions.

### **Risk Assessments**

All Risk Assessments are kept in a file in our locked shed and on BASECAMP shared files

### **Accident & Emergency**

In the event of an accident and emergency, one person stays with the injured child, one goes for treatment, one for emergency services.

All staff, volunteers and participants will be briefed by the KFS Leader on what to do in the case of an emergency. A whistle will be blown as a signal to stop what you are doing, gather with a member of staff, be silent and wait for instructions. The KFS Leader will assess the situation, the nature and extent of the injury/accident. They will ensure the rest of the group are safe from danger and adequately supervised.

An accident form will be completed later. A RIDDOR record will be created, along with an Accident report for any death, serious injury or 7 day injury.

<https://www.hse.gov.uk/riddor/report.htm>

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

An ACCIDENT Procedure, below, is displayed on a Laminated sheet.

### **In the event of an injury**

If anyone sustains an injury or illness which cannot be treated by first aid on site and requires medical assistance:

- In serious cases, the Emergency Services will be contacted (see below) using the emergency phone carried by the KFS Leader. The KFS Leader will contact the family.
- The rest of the group will be supervised away from the incident and if in danger, will be moved to safety
- One member of staff will meet the ambulance woodland entrance and direct the crew to the incident site.

- 
- If the injured party is taken to hospital, one member of staff will go with them and the injured party's emergency contact will be updated about the situation by the school office staff.
  - In minor cases, the KFSI Leader will arrange to contact the injured party's emergency contact so that they can be collected and taken to hospital, doctor or home – as appropriate.

Emergency Contact Numbers:

Ambulance/Fire Brigade = 111

Requesting attendance by Emergency Services

Dial 111 and ask for ambulance or fire brigade. Be ready with the following information:

WOODLAND post code – IP19 8NQ, Beccles Road, Holton

### **First Aid**

A small First aid kit is accessible to the adults. In addition to this a full emergency bag is on site and can be found in the shed. Access to the emergency bag is permitted only to the Forest School Leaders/facilitators not to volunteers, visitors or children.

The Emergency Bag contains the following, and is checked at the beginning of every term

First Aid Kit (see contents in column right)

Burns Kit (cling film/scissors/latex gloves)

Survival bivvy bag

Fire blanket

Torch

Small tarp

Tissues and paper towels in plastic bag

Hand wash gel

Baby wipes

Fresh water in container

Spare socks, waterproofs/trousers and hat

Sugary snack

Emergency action plan and incident book.

Casualty monitoring card.

Sun cream (with opened date recorded on)

Wasp and bee sting treatment

..

Full First Aid kit will contain instant ice packs

antiseptic wipes

eye irrigation solution sachets jumbo plasters

medium plasters

small plasters

---

triangular bandages

large self-adhesive wound dressings small self-adhesive wound dressings crepe bandages

pairs of protective gloves eye pads

roll micro pore tape

CPR face shield

Foil Blanket

The forest school leader will ensure this is adequately stocked and replenished.

There is a book in which all accidents are recorded with the treatment given.

The leader will also ensure a mobile phone and walkie talkie are available in the area during each session.

## **Cooking including food hygiene**

Leaders have Food Hygiene level 2 Certificates

Everyone involved in KFS should be involved in food safety and follow the food hygiene rules as follows:

- Wash hands before and during cooking
- Not handle food if they are ill with stomach problems, such as diarrhoea or vomiting
- Cover sores and cuts with a waterproof dressing
- Avoid handling food when possible, and instead use spoons, tongs or other suitable implements
- Tie hair back
- Keep food that is waiting to be cooked separate from food that is ready to be eaten.
- Use separate chopping boards for preparing different foods, especially raw and ready-to-eat food.
- Prepare food on a suitable surface, e.g. chopping board, cup, saucepan and not on the ground.
- Ensure food is cooked thoroughly before serving
- Food should be cooked right through and piping hot in the middle
- Not reheat food more than once
- Keep utensils clean and regularly wash tea towels and cloths
- Store food in clean plastic containers with non-leaking lids
- Take all rubbish and food scraps away (or put them to the worm compost) at the end of the session to avoid attracting vermin to the site.)

## **COSHH**

COSHH is the law that requires employers to control substances that are hazardous to health and includes nano-materials. Prevent or reduce workers' exposure to hazardous substances by: finding out what the health hazards are; deciding how to prevent harm to health (risk assessment). Unlikely in an organic woodland, nevertheless they are sometimes 'visi-

---

tors'. For example paints and at KFS we never use oil based paints and only use water based paints.

## **FireLighting**

Training has been provided to the KFS staff regarding the correct way to construct and light a fire

### **Safety and Responsibility**

- A Fire Blanket, bucket of water and Burns kit are sited close to the camp fire. Cling film is carried in the emergency rucksack
- Only adults are permitted to light fires, unless children are under the direct supervision of the KFS Leader
- Fires are lit using natural tinder
- No flammable liquids are to be used to accelerate fires
- No plastics are to be burnt
- If sessions involve children adding fuel to the fire, this must be done with one to one adult supervision
- Sticks/wood must be placed, not thrown, from the side of the fire.
- A hand should never go near the fire

## **Extinguishing**

Whenever possible, all fuels should be burnt off to ash

The KFS Leader should ensure that any large remains of wood, especially when using logs, are separated from one another

At the end of the session, the fire must be doused down with water using a watering can and rose and stirred until all smoke and steam has ceased

Large build ups of potash, from several fires, needs to be dispersed. This must only be done when it has totally cooled, preferably the following day. It should be finely scattered through the woodland to enable natural decomposition.

## **Manual Handling / Tools**

Tools are used with adult 1:1 supervision only.

The KFS Leader is responsible for overseeing safe use and maintenance of all tools.

The Sharp Tool Box, which is made of steel and contains sharp tools such as knives and axes is kept locked at all times and in the locked Shed. The KFS leader is responsible for the safe keeping of the box

The KFS leader ensures all PPE is used when necessary eg gloves

Activity Risk Assessments are completed for all activities involving the use of tools.

Tool specific information sheets can be found in the KFS Risk Assessment File.

Staff and facilitators are given Manual Handling training. The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') apply to a wide range of manual

---

handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or an animal, or inanimate, such as a box or a trolley.

<https://www.hse.gov.uk/pubns/indg143.pdf>

- Consider the risks from manual handling to the health and safety of children and facilitators
- Consult and involve the people involved
- Avoid the need for hazardous manual handling
- Assess the risk of injury
- Reduce the risk of injury so far as is reasonably practicable.

## **Welfare including clothing, PPE, toileting**

### **Clothing policy - Not such thing as bad weather, only bad clothing**

We advise every season on appropriate clothing. For their own comfort children are encouraged to provide their own extra layers in winter. No person will be permitted to come to Forest School without appropriate clothing that will protect them from extremes of heat or cold, keep them covered to reduce the likelihood of cuts and scrapes, that fits appropriately for comfort. Children and parents are encouraged to think about the usefulness of their clothing for outdoor activities, and to be aware they are likely to take some of our mud home with them after a session. In the forest it can often be cooler than expected under the shade of the trees. Clothing list: Waterproof trousers. Waterproof coat, with a hood. Long sleeved top. Full length trousers Warm boots (wellies can be very cold during the winter). Warm Socks, and a spare pair. Gloves and Woolly hat –Cold weather. Sun hat: that fits well to ensure good visibility –sunny weather

KFS leaders carry items of spare clothing (waterproof coats, socks) in the shed.

### **Welfare - Toilet Policy**

The Compost toilet is beyond the KFS defined boundary so all children must ask permission to go there, and are usually accompanied. If children are able they will escort themselves to the toilet with an adult watching. If an adult needs to escort a child the KFS leader will be informed.

If in the rare occasion a child should have a toileting accident on site, then the adult and child will advise the KFS Leader who will advise on action.

### **PPE**

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. Typically at KFS this includes Fire Gloves, Gloves for sawing or wood working.

---

## Daily Operating Procedure

### **Before the session**

KFS Leader Daily Site Risk Assessment

KFS Leader to brief on the plan of day based on what the tribe determined the previous week. Equipment needed is prepared.

Activity Risk Assessment forms will be completed/updated for each planned activity.

All facilitators will be informed particular session before it starts.

Set up base camp with fire, hot drink etc.

### **During the session**

A headcount will be undertaken on arrival at Forest School and whenever the group is brought back together.

A register taken at the beginning of each day.

Risks will be continually assessed and appropriate action taken to reduce or remove and risks found

### **After the session**

A headcount will be undertaken at the end of the session

If the Tool Bag and/or Tool Box have been taken to the site, the contents will be checked by the KFS leader to ensure that no items are missing

A session evaluation will be completed by the KFS Leader, along with any observational records that will be useful to the class teacher.

Actioned September 18

Reviewed 20<sup>th</sup> Jan Rachel Kellett