



Pinfold Primary Forest School and Fungis Open Award Trainers Health and Safety Policy and Procedures



Forest School Leader (Level 3):

Claire Tjaveondja

Rebecca Zaim

Forest School Leader Fungis Open Awards:

Claire Tjaveondja

Forest School Internal Open Awards Quality Validator:

Rebecca Zaim

Fungis Administrator:

Ruth Halstead

Outdoor Pediatric First Aid Trained:

Claire Tjaveondja

Rebecca Zaim (not to assist any bleeds)

Equipment

Kit and paperwork when leaving school property:

- Outdoor First aid kit (complies with 1981 Health and Safety Regulations)
- Inhalers, medical requirements from care plan
- A change of clothes for a boy and a girl
- Wipes and anti-bacterial gel
- Fire blanket
- Water
- Forest School Handbook
- Forest School Emergency Sheet
- Forest School Pupils or Adults Information Contact Details booklet, including next of kin
- Medical Record sheets
- All adults and volunteers have signed the Risk Assessment agreements
- Working, fully charged telephone
- PPE: all adults and children have the correct attire



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Forest School Resources: see separate Resources Itinerary

First Aid, Welfare and Health, Hygiene and Safety Procedures:

Medical Information and Parental Consent:

This information will be kept in school, telephone school in event of an accident, on days when no base contact the leader will ensure the information booklet is in the woods, with a working telephone.

Base contact: Ruth Halstead 01704 840338

Setting up and Checking the site:

- The site is run and managed by Scarisbrick Girl Guides and any issues must be reported to them immediately or on return to school, depending on severity.
- Claire Tjaveondja and Rebecca Zaim will set up the site, check resources and check the area for hazards
- Dynamic risk assessments are ongoing throughout the session
- The tool area string will be removed after every session
- Leaders will ensure all rubbish is taken off site
- There are separate Risk Assessments for each area in our Forest School Classroom, including and PPE

Briefing the volunteers/staff:

- All staff will need training before teaching children to use tools, start fires, training will happen in one or two staff meetings
- Claire Tjaveondja will take any volunteers and students to one side and brief them on the rules and how to keep themselves and the children safe
- Adults must not use their telephones or cameras at all near the children
- Only those who are employed by the school must help the children with toileting or first aid
- Always keep to the road side of the child when walking to the woods
- Listen for instructions from Forest School Trainers
- We will explain the '1,2,3 Where are you?' safety call back for head counts etc.

Other Settings Buying in Our Services

Each leader from the setting will be required to complete a Form A and Form 5 Risk Assessment each time children come to Pinfold, as usual for a trip.

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Journey Procedures to Scarisbrick guide camp woods:

- Ratios maintained for appropriate ages
- Use side gate, use lollipop stick to cross, high viz jackets, children in sensible pairs, one adult at the front, one at the end, one in the middle and walk closely to the wall

Other Settings

We will liaise with other settings to ensure we use a different space- in the event of an administrative mix up we will use the alternate site.

First Aid Procedures

- We will always make sure we have a car on site for emergencies.
- Follow the Emergency Contact Sheet for procedures sheet.
- When anyone is in need of attention the First Aider/Forest School Leader will check and assess the situation then carry out the First Aid Procedure.
- She will direct the next in command to take charge. The next in command is any other member of Pinfold staff or FS volunteer, they will be in charge of the rest of the class and volunteers.
- If the accident occurs on the walk to or from school the First Aider will make sure the child is safe.
- The second in command will direct a volunteer to call the emergency services.
- (see Request for an Ambulance/police/fire service sheet).
- Move the children to a position away from the road side/ train track/ entries.
- If the child/adult needs to attend hospital then the First Aider will go with the child.
- The second in command will call Base: the person in the office at nursery and report what has happened and check the child/adults medical forms/contact the parents.
- The second in command will decide if there are enough adults: child ratio to continue and if there is not then children must stop Forest School activities that require extra supervision, for example, tools, fire
- If there are enough staff/adults then the class will carry on with the session
- If the accident occurs in the forest the second in command will remain with the children and volunteers on site.
- If the child cannot be moved the First Aider will remain with child and a volunteer will go to the wood entrance and wait to direct the emergency services.

Keeping Safe whilst Exploring the Environment Rules and Procedures:

- Forest schools believe in allowing your children to learn how to take risks in a secure environment.
- When in the woods the area is secured by a blue rope, called our 'classroom', children and adults must not cross the blue rope and only enter or leave by the 'gate' with an adult.
- At school we are enclosed by normal walls and Safeguarding procedures

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- An adult will have checked the area prior to the children entering for e.g., glass, poo, needles, etc,
- Please all other adults be vigilant at all times and remove any dangerous items.
- The children are learning to tell an adult if they see dangers NOT to touch them.
- If children do touch poo they will be wiped clean with antibacterial gel and wipes.
- Children will be taught which plants can sting and will learn how to avoid them, please assist with this.
- If they are stung by a nettle then they will be taught to keep calm and try not to catch it, dock leaves can be placed on the area to cool and as a placebo effect.
- We do not have any blackthorn on the premises, we do have brambles and hawthorn, the children are shown them or if they find them they will learn how to avoid them, step on them or over them etc.
- The Forest Schools is about teaching children to respect and nurture our environment, including the spiders and wasps; please do not kill these creatures or show fear when around them, we are encouraging the children to live alongside these creatures.
- Children will be advised that it is better to keep calm if a wasp or bee is around and they should not sting you. If a child is stung we will apply first aid.
- Children will be shown the dangerous plants and fungi and be told that they could make them ill and they should not touch them and if they do touch them they must wash their hands. In the case of fly agarics toadstools the children will be shown them and they will be left on site- unless we have children in our cohort that are prone to eat resources, then they will be removed from the area.
- If out of school please do not encourage dogs in to the 'class room', remain calm and ask the owner to call them back.

Tools:

People in Charge of Tools:

Claire Tjaveondja will have trained some staff, these members of staff are the only ones allowed to use the tools.

Rebecca Zaim or Claire Tjaveondja will train Fungi Learners in the use of tools and ask them to demonstrate the use and safe storage to other learners. We will be confident in their skill and capability before they are allowed to use the tools for activities, and then a trainer will be observing and guiding during the face to face week.

Trained staff and volunteers: Claire Tjaveondja Level 3, Rebecca Zaim Level 3

Tool Rules and Procedures:

- All tools will be kept within the tool area

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- There will always be a 1:1 adult child in the tool area using the tools
- Children will wear a protective glove on the opposite hand that he or she is sawing with
- Children will not swing the bill hook only hit the top of it with a mallet
- Children will be on their knees, they will scrape/saw away from their bodies
- The children will always be on their knees, unless very small 2-3 years where they may need to be standing to swing the maul
- They will only use the saw when their bodies and legs are out of the way
- Children will not use a tool with another person in front of them, always sit alongside the child
- Tools will be closed and put back in tool box when finished with
- Tools will not be used in the rain/icy weather, unless a suitable shelter has been erected to keep the workplace dry and warm

Pond Rules and Procedures:

Trainers: Claire Tjaveondja

- Children will be shown the pond/ditch
- We will discuss the dangers- drowning; dirty water may be ingested; toxicaloplasmosis; and dry drowning
- Any of the above must be remedied: CPR: inform parents- may be advised to go to the walk in; wash hands, do not lick fingers/drink the water; parents must be informed if a child may have ingested or inhaled any dirty water and advised to go to the GP explaining what has happened
- The children will have 'safe pond' rules
- There will be no running by the pond AT ALL, this will ensure no one trips and falls face down into the pond
- Children must kneel or sit by the side of the pond or lay on their tummies to look in and watch creatures
- The children will not be allowed by the pond without ADULT SUPERVISION at all times
- Children will avoid touching the water, they will be taught that if they do get wet fingers not to put them in their mouth, to tell an adult and ask for a wipe/dettol gel/go and wash their hands
- Children will not be encouraged to use nets to poke around in the water unless being guided in a specific pond dipping activity with an adult

The positive rules the children and ourselves came up with are:

- ***Always walk slowly by the pond, never run near the pond***
- ***Always kneel or sit by the edge of the pond, never stand***
- ***Always sit up straight by the pond, never lean over***
- ***If you want to lean over to see better, lie on your tummy***
- ***Only go near the pond if an adult is in sight***



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- *Always wash your hands if you accidentally touch the water*

Claire Tjaveondja will have trained some staff, these members of staff are the only ones allowed to light the fire, or use the tools.

Trained staff and volunteers:

Camp Fire Rules and Procedures

- A fire blanket will be next to the fire
- There will be a bucket of water/large 5 litre bottle of water at the fireside at all times.
- Log square around fire, log square around that square,
- No one crosses the fire-pit, always step behind, over the log and round the logs
- No one runs near the fire pit area to prevent tripping and falling into the fire
- One child at once will work 1:1 with adult to light fire/melt toast bread (until they are confident)
- Children will kneel down in front of the log with a long stick when toasting food
- Gloves will be removed when near fire
- Scarves or dangling clothing removed
- Hair will be tied back
- The camp fire will be doused with water before an adult leaves the camp fire and the embers spread

Off-the Premises Procedure

- All parents/carers will have given consent for their child to be on the trip, these letters are stored at base
- All parents/carers will have made it known if their child can have their photographs taken, these slips are kept at base
- Forest School Trainer or second in command will contact base and let them know of any issues
- All data of the children and adult learners is stored at base and they will be contacted if necessary
- All DBS clearances and necessary paperwork will be kept at the base and can be contacted if needed
- The post code and directions for the journey and the woods are kept in the Emergency Sheet with the handbook, left with base and one with leader

Lost child or abduction



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In the event of a child being lost we will follow the procedures as if for an accident and call for emergency services and base camp (see Request for an Ambulancs procedure sheet).

Inclement Weather Procedure:

The children are well protected from cold and the rain in their rain suits and wellies however :

In the event of lightening or very high winds:

- Children will be taken home from the woods following the previous travelling procedures

In the event of heavy frost/icy underfoot or slushy snow:

- If we were walking to the forest Forest School will not take place as it would be a danger to walk on the pavements

Insurance:

Lancashire County Council use Zurich for their Public Liability Insurance, this can be found in the handbook or at school on the server

Claire Tjaveondja has separate Public Liability Insurance with Birnbeck Finance Ltd for her work with the Open Awards Fungis.

Updated Sep 2022 : Claire Tjaveondja

Agreed by governors: June 2019

Review annually or as soon as new staff are trained up they can be added, plus names of First Aiders