

Health and Safety Policy

This policy has been written following the guidance from:

- Cambium Sustainable.
- Health and Safety Executive (HSE).
- Health and Safety at Work Act 1974.
- Prevention of Crime Act 1953 section 1.
- NHS website.
- Countryside and Right of Way Act 2000.
- Countryside and Wildlife Act 1981.

Bus Stop Forest School Training is committed to ensuring the health and safety of students and Trainers and understands it's responsibility to ensure students are given all necessary instructions and information to enable them to train safely and to ensure training takes place within a safe environment.

The named Health and Safety Officer:

Kelly Haines – telephone 07947736355 or email busstoppreschool@aol.co.uk

Named Paediatric and Forest School First Aiders:

Kate Rice – Lead Forest School Trainer

Kelly Haines, EYP – Forest School Trainer

Hayley Lewis

Julie Wilson

Julia Delamare

During training, there is always a minimum of one qualified First Aider present.

Roles and Responsibility of Health and Safety Officer

This list should not be viewed as exhaustive.

- To complete a Health and Safety poster and ensure this is displayed on the notice board in the Lockdown shed, giving details of the designated HSO and emergency contact information.
- To carry out regular risk assessments and to review them annually or as required. (Please see Risk Assessment and Risk Benefit Policy and Risk Assessment folder).
- To regularly visit the Health and Safety Executive (HSE) website for up to date guidance and share this with staff and parents/carers.
- To keep up to date with government guidance and advice relating to World health concerns i.e. Coronavirus (COVID-19). To share and implement updates with staff team and students.
- To ensure students complete and return their student Registration form.
- To carry out daily environment checks ensuring that all Fire Exits are kept clear of obstructions in the event of an Emergency evacuation and the boundary Dead hedge is secure.
- To carry out termly Emergency Evacuation practices.
- To make all staff and students aware of being safe in the learning environment, by ensuring that all equipment, tools and resources used are in good working order and fit for use.

- Regularly check that shelves and cupboards are not overloaded with tools, equipment and resources.
- To ensure that all staff and students understand their responsibility to health and safety for example, keeping the fire square tidy, storing tools in appropriate boxes/bag after use.
- To display up to date Hygiene advice for example washing hands after cough and sneezes.
- To make students aware of health and safety for example keeping safe in hot/cold weather conditions.

On joining Bus Stop Forest School Training, students are sent a copy of the Health and Safety Policy before their training commences.

As part of the registration process students complete a Registration form, providing personal and employment details, giving written consents and agreements, stating that they understand their responsibilities with regard to health and safety and safeguarding during their training. The Registration form asks for the following:

- Full name, date of Birth and address,
- Contact details,
- Gender (optional),
- Employment details and references,
- Photo consent,
- Student feedback consent,
- Health Requirements,
- Special dietary requirements,
- Special Educational needs and Disability,
- Safeguarding and Health and Safety statement,
- Personal Health and Safety statement,
- Registering with Cambium and Agored Cymru statement,
- Declaration,
- GDPR statements.

The Registration form must be completed before training can commence, ensuring the Trainers have appropriate information about students.

Insurance

Bus Stop Forest School Training is insured by Birnbeck Insurance Company for public liability insurance and employers liability insurance relating to Forest School activities. An up to date certificate can be found on the display board located by the children's coat pegs.

Staff Deployment

There are two Level 4 Trainers on the Bus Stop Forest School Training team and small cohorts of students attend training at one time.

One Trainer at a time, takes the lead to deliver Forest School training courses and the second Trainer works in a supportive role, for example the second Trainer is available to support on Skills days, ensuring appropriate safe management of the group is maintained when using tools and fire.

If a Trainer is absent due to illness or unforeseen circumstances, if felt appropriate, the second Trainer can continue the students training.

Risk Assessments

Please read the Risk Assessment and Risk Benefit policy and procedure.

Training on the Forest School Sites

When training on the Forest School site, the Trainers and students contact details and any medication are taken along and at least one Trainer with a current First Aid training certificate is present.

Trainers and students walk to the Forest School sites through the Polesden Lacey Estate.

Before leaving to the Forest School site the following procedure is carried out:

- Daily Risk Assessment is carried out/reviewed.
- Student and Trainers details are put in the Outings bag.
- Any medication for the day is put into Outings bag.
- The Trainer collects the Settings Mobile phone and checks that it is charged.
- The trolleys are packed and items are replenished if required.
- Forest School camera is packed in Outing bag.
- Students and Trainer use the toilet.
- Students and Trainers put on appropriate clothing and footwear for weather condition.
- Students and Trainers put on a bright fluorescent jackets, this is to ensure they are clearly seen by members of the public and all types of transport.
- The Trainer reminds the students of the emergency “1,2,3 where are you” call, in the event that they need to get the students attention quickly due to a danger or emergency.

Students are reminded to have regard for their own personal safety whilst out on the Forest School site and to consider the safety of their fellow students. Before leaving the Forest School sites the students and Trainers check that the area is tidy and all equipment and resources have been repacked into the trolleys.

Fire Safety and Information

The Fire and Evacuation procedure is explained to students during the induction process.

Please also read the Fire and Evacuation Procedure on the Bus Stop Premises policy and the Emergency Procedure on the Forest School Sites policy.

Fire Safety on the Bus Stop Woodland

Bus Stop Forest School Training has fire extinguishers, one located by the Kitchen and one inside the Main Pre-School gate. These are checked annually by a certified fire safety company. Please see certificates located in the Documents folder in the Lockdown shed.

Bus Stop Trainers ensures that the Fire Exits within the woodland are kept clear from obstruction and can be easily accessed in the event of a fire or evacuation. Fire Exits are clearly labelled.

Fire Safety around the Fire Square

All students are instructed in Forest School fire safety, as part of the Teach Outdoor Practical Skills

unit of study. Before lighting a fire, the Forest School Trainer ensures that all students are taught the Fire Square rules and understand the procedure for lighting a fire safely, maintaining and extinguishing a fire and have the appropriate PPE available. Students are given regular reminders to follow the fire square rules and to think about the rules for their own provisions.

Fire Square Rules at Bus Stop Forest School:

- A designated Fire Keeper is established. The Fire Keeper remains at the fire and is responsible for keeping the fire alight and ensuring the fire square rules are adhered to.
- Adults may enter the Fire Square when asked by the Fire Keeper.
- Remember to step behind the fire square when moving away from the fire square.
- Remember not to walk/run across the fire square as you may get hurt/burnt.
- Help to keep your friends safe, by calling 'Elephant' if they step inside the square.
- Remember to play away from the fire square to keep safe.
- Remember not to throw objects into the fire.

These rules should not be viewed as exhaustive.

Students are shown and taught how to use the safety equipment required for lightening, maintaining and for extinguishing a fire. The equipment includes the following:

- Water bucket and cup – putting out the fire, cup for pouring over fire.
- Water bucket, cup and tea towel – for burns and scolds, cup for pouring over burns, tea - towel for keeping water clean.
- Burns kit – Cling film for wrapping burns and clean water bucket with cup.
- Fire blanket,
- Fire gloves,
- Fire Bag – Cotton wool, Fire steel, Vaseline, Shells.

This list should not be viewed as exhaustive.

Students are also taught that in the event of an emergency and a fire is a light, to extinguish the fire, preventing the fire from being left unattended, whilst the Trainer/students respond to the emergency.

Equipment and Tools

The Bus Stop Forest School Trainers are responsible for ensuring hazards to students during their training is minimised. At the beginning of each Forest School training day, the Trainers complete the following:

- Daily Risk Assessment for Forest School.
- Daily Risk Assessment of the woodland site.
- Visual inspection of tools and equipment.
- Forest School equipment is packed and replenished if going into the forest.

If tools and equipment are found to be damaged or broken before training, they will not be used until fixed or maybe discarded. If equipment is found to be broken during the day, Trainers will remove the item. Please also see Safe Use, Storage and Maintenance of Tools policy.

When using tools and equipment students are provided with appropriate PPE to wear for example gloves for using tools, and fire gloves when lighting and maintaining a fire.

All Forest School Training tools, equipment and resources are stored safely and securely in the Resource shed and in the Forest School shed. Students cannot access the shed unless permission has been given by a Trainer.

When using tools and equipment students are reminded to keep their working areas tidy and clear, reducing the risk of accidents or injuries.

At night, weekends and during holidays the Bus Stop Forest School Trainers ensure that the woodland site and sheds are securely locked when they leave the premises. Kate Rice and Kelly Haines hold the keys for the woodland site.

Personal Protective Equipment (PPE)

During training students must wear protective clothing and use other safety equipment provided by the Bus Stop Forest School Training for their health and safety at appropriate times.

PPE must be worn when: (list is not exhaustive)

- Preparing food and snacks,
- Using Forest School tools and equipment,
- Lighting, maintaining and extinguishing a fire.

Lifting and carrying Tools and Equipment

There may be times during training that students help the Trainer to carry, lift and transport equipment for example, pushing the Forest School trolleys to the forest school site and packing away tool boxes/bags into the shed. Trainers will ensure that students are reminded of safe techniques such as:

- Do not carry equipment on your own if it is too heavy – get someone to help.
- Remember to bend your knees when lifting equipment.
- Avoid carrying equipment that can be wheeled.

Please see the Safe Use, Storage and Maintenance of Tools policy.

Reasonable Adjustments to working areas

Trainers will endeavour to create a learning environment where students feel comfortable and able to join in all aspects of the practical activities, for example students who may struggle to kneel beside a fire whilst maintaining it, can be given a tree stump to sit on or a fire pan on legs to use, positioned at a greater height. Please also see the Risk Assessment and Benefit policy.

Hygiene

When training on the Bus Stop woodland site, students and Trainers have a designated Cleaning Station to use which includes, anti – bacterial sprays, tissues, wipes, disposable gloves and a bin. When in the forest delivering training, the Trainers wear a Bum bag, which includes the following, tissues, wipes, hand gel and nappy bags for use as a bin, which students can access. Students are encouraged to bring their own tissues and hand gel.

Students are reminded on a daily basis to sanitise their hands and to use antibacterial wipes to clean tools and equipment after use. Gloves used for tool use, are washed at the of each day. Bus

Stop follows the NHS 'Catch it, Kill it, Bin it' rule. Please refer to Bus Stop Pre-School Health and Safety Policy for more information on our hygiene practices.

Essential cleaning is carried out during the day for example, spillages of liquid or removal of hazards. Please refer to the Bus Stop Daily Health and Safety checks for information on daily cleaning that takes place, located in the Bell tent. All cleaning procedures and infection control measures are also followed by the staff members.

To ensure high standards of hygiene are kept to prevent the spread of infections, any waste such as tissue bin contents, used paper towels and gloves and used first aid resources are placed in nappy sacks and put in the general waste bin in the kitchen.

Whilst at the Forest School site, students may come in to contact with Animals such as Horses, Dogs and Birds. Students are reminded to wash their hands with running water and soap and or a anti-bacterial hand gel and to re-washed on the return to the woodland site.

Sickness and Medication

If a student is unwell or has had diarrhoea and sickness within the previous 48 hours, they are asked not to attend training and to only return when they are no longer unwell. A student who is suffering from an infectious disease or illness such as rubella or hepatitis, they must not attend training until they have received clearance from their doctor. Students are asked to contact Bus Stop Trainers, by telephone if they are unwell and cannot attend training. Please also read the Emergency Closure and Contingency Plan policy.

During the registration process, students are asked to give details of any health requirements they have on the Registration form for example, do they use an inhaler or Epi pen. Trainers will discuss the health requirements with the student and ascertain whether the medication could impair their ability to carry out the practical part of the training.

Students are reminded that it is their responsibility to ensure that they administer their medication at the appropriate times and that it is stored appropriately and safely during training for example, medicines can be stored in the Cool box and or in their bag when on the forest school site. Depending upon the students health condition, for example if they have epilepsy, a risk assessment will be carried out.

In the event that a student develops a headache or muscles aches during training and does not have appropriate medicine with them, Bus Stop Forest School Training has a small store of Paracetamol tablets and Ibuprofen tablet for the use of the Trainers/students. These are stored in the Lockdown shed. If students choose to take the Paracetamol/Ibuprofen, they do so at their own risk and understand the possible side effects, if taking it alongside any other medication.

Students that have any exposed cuts or bumps must cover it with suitable approved dressing for example a blue plaster for preparing food.

COSHH and RIDDOR

Cleaning products used by Bus Stop Forest School Training are placed in the Toilet, up on high shelving and in the Kitchen, in hanging baskets. The cleaning products include washing up liquid,

anti-bacterial spray, hygiene hand gels, soap, wipes, gloves and tissues. These products are kept out of the reach of children.

Bus Stop Forest School Training complies with the Control of Substances Hazardous to Health regulations 2002 (COSHH). It is the responsibility of the HSO to ensure all information is up to date. Please see the COSHH poster and COSHH Risk Assessment.

A system is in place to report all actual or potential injuries, disease and dangerous occurrences. The system complies with the RIDDOR regulations 2013. The HSO reports all actual or potential dangerous occurrences to the HSE Incident Contact Centre (ICC) and refers to the Incident At Work poster found on the display board in the hallway. It is the responsibility of the HSO to ensure Forest School Training complies to the RIDDOR regulation 2013.

The kitchen on the premises is registered with the Environmental Health. Please refer to the Food and Drink policy.

Toilets and the Tippee Tap

During training days that take place on the woodland site, students have access to the Bus Stop staff toilet. Students are reminded to keep the toilet clean and tidy for the next person, who needs to use it.

Whilst out at the Forest School site, a toilet tent with a portable toilet is available for students to use and or if students prefer, they may like to take themselves off to have a private wild wee. Before using the toilet/wild wee, students are reminded to let the Trainer know, so they do not become alarmed if they cannot see the student.

Whilst at the forest school site, a Tippee Tap is set up for handwashing. Students are directed to use the tap to wash their hands after using the toilet, before eating and after messy activities. The Tippee tap has warm running water and soap. If the Tippee tap isn't available hand gels can be used.

The Bus Stop Trainers, ensure that the Toilet tent resources are replenished after each use in the forest. Items include: toilet roll, paper towels and antibacterial spray.

Personal Property

All student's personal effects brought onto the premises are the responsibility of the individual. Bus Stop Forest School Training is not liable for any lost, stolen or damage to student's personal property.

Appropriate Clothing and Jewellery

Due to the nature of the Forest School training, Bus Stop Forest School Training advises student to wear long trousers, long sleeved tops and to wear sensible foot wear, for example walking boots and wellington boots. Students are reminded to bring along waterproof clothing, warm hat and gloves on each day.

To reduce the risk of insect bites, nettle stings, splinters, and to maintain a good body heat, students should avoid wearing the following:

- Jeans
- Shorts
- Low cut tops
- Strappy tops
- Tops that show off midriffs (tummy)
- Sandals and flip flops
- High heeled boots/shoes.

Bus Stop Forest School Training is able to provide some all-weather clothing and footwear. Please read the Poor Weather Condition policy.

Students with long hair are advised to wear their hair tied up where possible, to reduce the risk of hair getting in the way when lighting a fire or when using tools. Students are also advised to keep Jewellery to a minimum, to reduce the risk of losing it and it becoming caught on the tools and equipment.

For health and safety reasons, the Bus Stop Forest School Trainers, may ask students to remove Jewellery and or request that hair is tied up, before they can safely teach the practical skills required for training.

Changing Weather Conditions

On joining Bus Stop Forest School Training, students are informed of the Forest School approach and reminded to ensure that they arrive dressed appropriately for Forest School activities. Please read the Poor Weather Conditions policy.

Before a training day is due to commence, if the weather forecast is predicting very hot weather, the Trainers will email their students the day before, to remind them to apply sun cream and to wear a sunhat, this also applies to very cold weather days, students will be reminded to wear appropriate warm clothing.

Hazardous Plants/Fungi

During training, students may come into contact with hazardous plants/fungi and Trainers will endeavour to identify these to students and where they are found on the Bus Stop premises, remove them.

In the event that a student touches a hazardous plant/fungi without knowing, they will be directed to wash their hands with running water and soap, if this is unavailable, they will be given hand gel to use and reminded to wash their hands when running water and soap is available.

Students are taught the 'no pick, no eat' rule, however in the event that a student eats a hazardous plant/fungi, mistaking it for an edible plant/fungi, the Trainer will telephone 999 in the event that the student requires urgent medical attention and or telephone NHS 111 for advice. Trainers will carry out first aid treatment until appropriate help arrives.

Ticks

For information regarding Ticks, please refer to the Accident, Injuries and Emergency Medical

Treatment Policy and Procedure.

Environmental Impact

Bus Stop Forest School Training understands its responsibilities under the Countryside and Wildlife Act 1981, to protect Birds, Animals and plants within the environment. Bus Stop Forest School Training has a Site Management Plan in place, identifying the flora and fauna that can be found on the Forest School sites and on the woodland site. The plan also identifies the environmental impact of using the sites and how the sites will be monitored.

Bus Stop Forest School Training understands its responsibilities under the Countryside and Rights of Way Act 2000. Bus Stop Forest School Training has permission from the National Trust organisation to deliver Forest School training courses to students within the Polesden Lacey Estate grounds and public woodland.

During training, students are taught to respect and care for the natural environment and supported to think about the environmental impact for their own provisions.

Useful Resources and Websites:

- The Health and Safety at Work Act 1974.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- 5 Steps to Risk Assessment, HSE publication.
- COSHH. HSE publication.
- A Guide to RIDDOR. HSE publication.
- RIDDOR: www.riddor.gov.uk,
- HSE Incident Contact Centre tel: 0345 3009923, open Mon-Fri 8.30am-5pm, www.hse.gov.uk
- Department of Health: www.doh.gov.uk
- NHS online: www.nhsdirect.nhs.uk
- NHS online: www.nhs.uk/conditions/sudden-infant-death-syndrome-sids/
- Rentokil Initial (Hygiene Services): www.rentokil-initial.com, tel: 01372 386981
- Meningitis Trust: www.meningitis-trust.org, tel: 0800028 1828. Free meningitis symptom cards available, email: info@meningitis-trust.org
- Clinical Waster: www.phs.co.uk
- Surrey Early Years Educational Effectiveness Team, South East team – sectorse@surreycc.gov.uk
- Health Protection Team: email – phe.sshpu@nhs.net, tel: 0344225 3861, option 3
- Health Protection Guidance in Schools and other Childcare facilities, 2024 – <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

This Policy was reviewed in September 2024, to be reviewed in September 2025.

Signed by Lead FS Trainer _____ FS Trainer _____