



Health and Safety

Policy statement

Health and safety are of central importance to Wild About our Woods (WAW) Holiday Club Forest School. WAW provides children with opportunities to develop independence and to take responsibility for their own outdoor experience and learning. Whilst being independent in their learning, they will develop early risk assessment strategies and understanding that their actions have consequences. This includes;

- ✚ The WAW site will be safe and easily accessible.
- ✚ The Forest School Leader has overall duty of care for the children in his/her charge, but all assistants are required to take all reasonable steps to ensure children are safe.
- ✚ All staff must sign and date a form to show they have read the policies and procedures and appropriate risk assessments and understand and agree to comply with the general operating procedures for the holiday club.
- ✚ The Forest School Leader will carry a First Aid kit.
- ✚ The help will carry a first aid bag to and from the site when escorting children
- ✚ The Forest School Leader will always carry an Emergency Bag.
- ✚ The Forest School Leader will ensure that the Emergency Bag contains:
 - essential survival equipment;
 - a contact list for each child undertaking the activities, and;
 - the parents/carer's telephone number. Details are set out above
- ✚ The Forest School Leader will always carry a mobile phone and will ensure that there is easy access to a land line if the group is out of range.
- ✚ In the event of an emergency, the Forest School Leader will ensure that the School contacts the emergency services. If contact with the parent is lost the Leader will contact the emergency services.
- ✚ The Forest School Leader will review the risk assessments before session in Queens Wood
- ✚ When tools are used the adult: child ratio will always be 1:1
- ✚ Full risk assessments of the sites are made prior to their use and will be signed and dated by myself, the Forest School leader.
- ✚ Daily and activity risk assessments are carried out before each session and signed and dated by myself, the Forest School leader.
- ✚ The Forest School leader, will responsible for updating these policies.

Creating a safe environment to explore, play and learn is at the core of every Woodlands WAW session. Planning of any activities that take place will have full risk/benefit assessments (see below) and the Woodlands WAW Forest School leader will undertake detailed safety checks before every session. These procedures will ensure that children taking part in sessions will be able to undertake risky play in as safe an environment as possible.

With everyone understanding what role they have to play within the health and safety policies and procedures they will be able to act responsibly and minimize risks. These will be established before sessions take place and reinforced with the children during sessions.

Health and Safety Roles and Responsibilities

Responsibilities of the WAW Forest School Leader

- To plan and lead all Woodlands WAW session activities
- To ensure that planned activities are within the capabilities of the children taking part, amending plans to provide an inclusive curriculum in its broadest sense.
- To take responsibility for discipline during Woodlands WAW sessions (see group behaviour agreement, policy and procedures)
- To have an up to date outdoor paediatric First Aid qualification
- To ensure that all participants follow the agreed clothing guidance
- To carry out daily risk assessments as described in the Risk Assessment Policy
- To assist with the toileting of children if they request help
- To ensure all Woodlands WAW session policies are regularly reviewed and that review is informed by observations and developing knowledge of the Woodlands WAW session setting

Responsibilities of Accompanying helpers

- To take an active role in Woodlands WAW session activities and assist with any discipline issues within the group (see group behaviour agreement, policy and procedures)
- To assist with the Woodlands WAW session Forest School Leader in ensuring equipment meets safety standards and to report any concerns about the state of equipment immediately
- To assist the Woodlands WAW session Forest School Leader in teaching children to maintain their own and others' health and safety
- To report accidents or hazards to the Woodlands WAW session Forest School Leader immediately
- To take responsibility for making themselves aware of safety issues, such as the whereabouts of the first aid kit

Responsibilities of the Children

- **To take personal responsibility for their own safety as well as the safety of others**
- **To listen to and follow safety information given to them**
- **To bring appropriate clothing and footwear to Woodlands WAW holiday session**

Procedures

Daily Site Specific Health and Safety Procedures

Below is a set of task that will be carried out before any sessions take place in Queens Wood. It will be printed off as a check list

What to do before the session

- ✚ Carry out a daily site risk assessment - *see general welfare and weather risk assessment*
- ✚ Check and read risk assessment for activities and using tools
- ✚ Check the weather
- ✚ Check the group has the appropriate clothes and footwear
- ✚ Check the equipment the group will be using e.g. tools
- ✚ Check the site has water to hand if using fire
- ✚ Check emergency bag
- ✚ Check emergency card has details of Queens Wood
- ✚ Check all the helpers are able to make the session
- ✚ Check helpers have a first aid bag with them for the time they are transporting children to the site
- ✚ Check have all emergency contact numbers for group
- ✚ Meet and greet the group and carry out a register

What to do during the session

This section details the agreed safety practices that all staff must carry out in every session.

General safety practices

- Overall staff ratios – maximum of 1 adult for 5/6 children.
- Maximum of 16 children in each session.
- Group sizes – under normal circumstances one adult with a maximum of 6 children, although in special circumstances an adult may need to supervise more children to ensure the safety of the group (see emergency procedures policy).
- Groups stay together except in exceptional circumstances.
- Group leaders have primary responsibility for the children in their group
- Group leaders must be completely certain about who is in their group and where they are at all times, including when they have been handed over to another staff member, are eating lunch, waiting to be picked up or start the session etc.
- The children are supervised at all times.

Safety in camp

- We risk assess the site by carrying out safety sweeps before each session.
- Staff setting up the camp mark the boundary. Children are taught not to cross the boundary.
- Group leaders count all the children in their group on a regular basis while in camp.

- Children are not allowed outside the boundary unless with support staff (i.e. to go to the toilet).
- Group leaders should not take some of the group outside the boundary leaving the rest inside the boundary, even for a short period, unless they officially hand-over the remaining children.

Safety on walks

- Group leaders do a head count on leaving and returning to/from a walk.
- Once on a walk, all children stay within 5 meters of the group leader at all times
- Group leaders must be able to see all their children all of the time. They think about where to position themselves so that this is always the case. For example, the children should not be following behind the leader.
- The children are requested to stop when called and this is reinforced each day. If they do not stop, wait and come back when called, they will be asked to stay very close to an adult (ie holding hands) until they can be trusted to do this.

Safety at pick-up and drop-off

- Parents sign in and note the time on the register just before they leave their child at the holiday club.
- Parents sign out and note the time on the register just before the leave with their child at the end of the session.
- Parents indicate on the register if a person other than themselves is picking their child up. A code word is given to the person picking up. Without this, they are not allowed to pick up the child.
- The session leader holds the register.
- There is a member of staff on the gate of the walkway signing children in and stopping children leaving, and keeping count of the number of children in the walkway at any one time. They do an official head count every few minutes. There is another member of staff in the walkway playing with and supervising the children.

- 🚧 Head counts every half an hour
- 🚧 On-going risk assessment of area, group, equipment
- 🚧 Observe children to see how they are getting on

What to do after session

- 🚧 Check site for litter or mess. Remove if found
- 🚧 Leave the site as we have found it. Shelters won't need to be demolished and things made of natural found materials can be left displayed for the enjoyment of local walkers etc.
- 🚧 Count children
- 🚧 Count tools in

- ✚ Clean, sharpen and maintain tools and replace any broken ones
- ✚ If any incidents occurred, place accident slip in file returning with the children and keep in own record
- ✚ Evaluate session (including making observations) and create session plan for next time
- ✚

Hand washing

We use running water and soap to wash hands and hand towels dry them. Children and staff wash hands after going to the toilet, after touching any animals or fungi and before preparing or handling any food.

Food and drink

- Children's allergies are written on the club register.
- Staff that supervise the preparation and/or prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not place hot drinks within reach of children.
- Snack time is appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We ensure children do not have access to foods to which they are allergic.
- Any cooking done with the children is planned, appropriate for the age of the children and follows our H&S policy guidance.

Health information for specific children

- Detailed health information for all children is gathered from the enrolment forms, and kept as a record.
- Relevant health information (conditions, allergies, etc) is documented on a log of specific health concerns which is kept in each first aid bag and in the register folder.
- Parents are reminded weekly to update the holiday club of any changes.
- Specific health concerns and requirements are shared at staff meetings, and key people informed.

Equipment and resources

- Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.

- All the children's materials are non-toxic.
- Children are taught to handle and store tools safely.

No smoking, alcohol or drugs policy

- All areas and sites of the holiday club are no smoking areas.
- Alcohol and drugs are prohibited in all areas of the holiday club during our hours of operation.
- If a member of staff, student, volunteer, visitor, parent or child arrives at the setting clearly under
- The influence of drugs or alcohol, they will be asked to leave immediately, and disciplinary action may follow.
- If a member of staff believes a parent/carer is under the influence they advise the manager and the child protection officer who will then decide on the appropriate course of action according to the Child protection Policy.

Records

In accordance with formal guidance we keep the following records.

Adults

- A single central record which lists the following information about all staff, including temporary staff and volunteers:
 - name, address, identity check, address check, DBS check, right to work, qualifications.
 - Names and addresses of the owners or of all members of the management;
 - All documents relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.
 - See the *child protection policy* for more information on safe recruitment of staff.
 - The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Children and parents

- Names, addresses and telephone numbers of parents and adults authorised to collect children from
- setting;
- Names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- Allergies, dietary requirements and illnesses of individual children;
- Times of attendance of children, staff, volunteers and visitors;
- Accidents, incident and medicine administration records;
- Enrolment forms contain detailed information on medical history and medical

requirements.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for employer's liability insurance is available.

Signed; <i>Janine Young</i>	date; 10/7/17	review date; 10/7/19 10/7/21
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