**HEALTH AND SAFETY POLICY**

**09/25**

**TWiG Health and Safety Policy**

Health and Safety of the children, staff and visitors is our primary concern.  While the Managing Partners of TWiG 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.

TWiG is committed to ensuring the Health, Safety and Welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on Health and Safety.

For TWiG to run Safely all FSF’s 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.
* Make sure all safety equipment is in good working order.

The Managing Partners are responsible for the maintenance of the first aid kits and any tools that are used on site.

TWiG is committed to ensuring that all setting practices are carried out within the requirements of the Health and Safety and Work Act 1974 and the Management of the Health and Safety at Work Act 1999.

TWiG recognises that a systematic approach to health and safety, based on risk assessment procedures and will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents, incidents and illnesses.

TWiG is committed to:

* Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work.
* Developing the appropriate setting structure and culture, that supports the concept of risk management by all members of the staff team.
* Providing a safe means of access to and from the workplace.
* The provision and maintenance of equipment and systems of work which are safe.
* Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances.
* The provision of such information, instructions, training and supervision, as is necessary to ensure the health and safety at work of its employees and other persons.
* Continual monitoring and evaluation of health and safety requirements in line with current legislation, including the review of all policies and practices to ensure that TWiG continues to improve standards of performance.

TWiG also recognises its duty to protect the health and safety of all visitors to the Forest School, including contractors, temporary workers and members of the public who might be affected by the Forest School’s work operations.

This policy will be issued to all staff as part of the induction process.

It is the responsibility of all staff, parents/carers and visitors to adhere to this policy.

**Responsibility**

While TWiG will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves.

It is the duty of each employee to take reasonable care of their own and other people’s health, safety, and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way.

It is the responsibility of the Manager to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way.

If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee’s duty to report this as soon as possible to the managing partners.

Alternatively, an employee may, if they prefer, invoke the Forest School’s formal complaints procedure.

## Risk Management, Assessments, Benefit analysis

The 5-step approach to risk assessment for all 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.

FSL’s and TWiG Managers will.

* Carry out site risk assessments on 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.

**Supervision Requirements**

Children are supervised at all times whilst in the setting. TWiG uses three levels of supervision dependent upon the activities that are taking place and the location that they are occurring.

* Constant Supervision: Being with the children at all times, actively supporting them using a physical presence or playing with them directly. This level of supervision is most often required when the children are playing high-risk games or using equipment or materials that have a high-risk assessment.
* General Supervision: Being in vicinity of the children but not having an active part in their play, being on hand to support if the children require help or guidance. Being on hand to respond to play cues and observant of the behaviour of the children. This is the most common form of supervision and allows for an overview of the play setting, most commonly used with play activities that have a medium level of risk.
* Low Supervision: Keeping a watchful eye on the children from a distance and making sure that they are playing safely but freely. Keeping an overview of what the children are doing while not interfering. This is most commonly used with low -risk activities.

### Daily Site Risk Assessment

Before TWiG begins a Daily Risk, Assessment is carried out, either by TWiG 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 TWiG leader will carry out 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.

Risk Assessments will be shared with staff on the Famly platform prior to sessions.

### Risk Assessments

All Risk Assessments are kept securely and able to be accessed by FSL’s.

**Child Protection / Safeguarding**

All members of staff will receive training in child protection as part of their induction training.

All members of staff are instructed in the specific procedure for TWiG, especially as regards to disclosures and suspicions of child abuse. (See the Safeguarding Policy for further information).

## 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 TWiG Leader on what to do in the case of an emergency. The Emergency bell will be rung as a signal to stop what you are doing, gather with a member of staff, be quiet and wait for instructions. The TWiG 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

### 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 TWiG Leader. The TWiG 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 at the 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 TWiG 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 / 999

Requesting attendance by Emergency Services

Dial 111 / 999 and ask for ambulance or fire brigade. Be ready with the following information:

WOODLAND post code – NR4 6TG Intwood Road, Cringleford

# First Aid

Small First aid kits are accessible to the adults.

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.

All members of staff are required to obtain a paediatric first aid qualification when qualifying as FSL’s. In addition, all members of staff are instructed in the correct procedures for dealing with accidents and incidents including completion of documentation.

All staff are made aware of where the First Aid kit is stored. An additional First Aid kit is kept onsite in the forest and all staff are aware of where this is. Emergency medication, such as epi-pens, must be stored somewhere out of reach of children, but easily accessible to staff.

All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel identified through signage in each location. All staff will be working towards or qualified in paediatric first aid.

As per the TWiG Incident policy, the following procedure should be followed in the event of an accident or incident:

* Notify a First Aider immediately.
* The First Aider will assess the situation and take the necessary action.
* Notify the TWiG Manager

All accident/incident forms to be completed as soon as is safe to do so. The procedure for such events is:

* all accidents / incidents are recorded by the member of staff who witnessed the event.
* Parents/carers/guardians are notified.
* The Manager will review accident/ incident forms on a monthly basis, in order to implement any further actions or highlight any trends or problem areas.

**Administration of Medications**

All administration of medications is strictly controlled and done in accordance with the TWiG Medicine Administration Policy and Procedure.

**Illnesses**

TWiG uses guidance from Public Health England (PHE) to determine the exclusion guidance for contagious illnesses.

If a child becomes unwell during the course of the session, members of staff will ensure that the child is comfortable but does not pose any risk to the other children in the setting. The member of staff will contact the child's parent/carer and observe the child closely until they are collected. For further information refer to the Sickness, Medicine and Emergency Treatment policy.

**Personal Hygiene**

All members of staff and children are encouraged to maintain an acceptable level of personal hygiene.

**Maintenance and Storage of Equipment**

TWiG has a wide variety of equipment and materials that are used by the children in the course of their play and enjoyment at the setting. All equipment is bought from approved suppliers and is checked to ensure compliance with the British Safety Standards.

All equipment is well maintained and checked on a regular basis to ensure that it presents no risk to the health and safety of the children. Equipment and materials which do pose a hazard, but which have an evidenced benefit for the development of children are used under constant supervision and stored securely after use.

**The Woodland**

The woodland that TWiG operates from is privately owned. Internal audits are completed regularly by senior members of staff. Members of staff check all settings each day to ensure that there are no risks or hazards that would compromise the health and safety of the children, parents and carers or staff.

At the end of the session members of staff ensure that the premises are left clean, safe and tidy.

**Safety and Security**

TWiG feels that the safety and security of the children, parents and carers and staff are paramount to the running of the setting.

Visitors, other than parents and carers collecting their children, must pre-arrange their visits and carry identification; all visitors must make themselves known to a member of staff upon entry, stating their name and reason for visiting. Visitors are required to sign themselves in and out of the building and must be accompanied by a member of staff at all times.

**Smoking**

TWiG operates a strict no smoking policy, this means that there is no smoking at any time on any part of the premises when it is open to the public.

All staff members are entitled to a 30-minute break for more than 6 hours of work. If a member of staff wishes to smoke during these times, they are required to leave the premises and the grounds of the setting and remain out of sight of the children.

The no smoking policy also applies to parents, carers, and visitors to the setting.  TWiG has this policy in the best interests of the children and staff.

**Accident Reporting & Investigation (RIDDOR)**

All injuries, however small, sustained by a person at work must be reported to the managing partners and recorded on an accident form. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The Manager will inspect the accident forms on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

Managers will investigate any accidents if necessary, and the appropriate enforcing authority will be notified under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), where necessary.

**Cooking- including food hygiene**

Everyone who prepares or cooks food for other people have Food Hygiene level 2 Certificates.

Everyone involved in TWiG 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.)

**Control of Substances Hazardous to Health (COSHH)**

COSHH is the law that requires employers to control substances that are hazardous to health and includes nanomaterials. 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).

As an employer, we have a duty under the Control of Substances Hazardous to Health Regulations 2002 to prevent employees from coming into contact with substances hazardous to health.

Chemicals and Material: It is TWiG policy to, wherever possible; avoid the use of substances that have the risk of being hazardous to health. Safety data sheets under the Control of Substances Hazardous to Health (COSHH) or Chemical Hazard Information Packaging (CHIP) information supplied by manufacturers will be held on file for all substances and available for staff reference purposes and risk assessment. Staff who use these chemicals and materials have the duty of care to make themselves aware of the potential hazard, contradictions, and treatments.

**Measures and Provisions:**

We have conducted a risk assessment in relation to all substances used on our premises and concluded that no substance presents a high risk.

One of the Managing partners at TWiG is COSSH trained.

The majority of substances used within the nursery are of domestic standard for household use and therefore do not present any threat to health and are safe to use.

The Forest School has general hygiene measures in place, together with the provision of personal protective equipment (PPE) to further ensure the safety of employees.

* Cleaning substances are of domestic standard.
* All substances are correctly stored in clearly labelled containers.
* Cleaning substances are safely stored in child-safe cupboards.
* Adequate washing facilities are available in designated areas.
* PPE Aprons and rubber gloves are provided where required.
* All waste products, including medical waste is disposed of safely in accordance with statutory regulations.
* COSHH information sheets are accessible to all staff (stored in lockbox) and provide information such as:

Product name, Ingredients, First Aid information and Safety requirements.

## FireLighting

Training has been provided to the TWiG 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 campfire.
* Only adults are permitted to light fires, unless children are under the direct supervision of the TWiG 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 TWiG 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

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

The Sharp Toolbox, 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 TWiG leader is responsible for the safekeeping of the box.

The TWiG 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 TWiG 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.

**Waste Disposal**

Waste disposal within the Forest School is managed by procedures in accordance with the COSHH Regulations as follows. TWiG seeks to minimise the generation of waste as much as practicable and recycles wherever possible.

General business waste: This is taken to the local recycling and general waste centre.

Kitchen food waste: Where possible, food waste is used to make compost which is then used in the garden. If this is not possible, the food waste is disposed of as green waste or general waste.

## Welfare including clothing, PPE, toileting

### Clothing policy

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/carers 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.

TWiG leaders carry items of spare clothing (waterproof coats, socks) in the caravan.

### Welfare - Toilet Policy

The Compost Tree bog toilet is at the back of the woodland and children 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 TWiG 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 TWiG 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 TWiG this includes Fire Gloves, Gloves for sawing or wood working.