



Garnteg Primary School

Forest Schools Policy

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Introduction

This document is a site specific policy in respect of Forest School at Garnteg Primary School and should be read in conjunction with the Statement of Safety Policy produced by Torfaen Education Department. As part of our enriched curriculum children will be given opportunities to attend our Forest School site and gain a variety of skills including safe fire lighting and tool use.

General Statement of Policy

The school recognises the need to promote health and safety in order for it to achieve improvements in standards and safe methods of work. The school will take steps, within its powers, to prevent personal injury, health hazards and damage to property.

- Close supervision when working with tools.
- safe equipment and systems of work;
- safe arrangements for the use, handling and storage of tools.
- provide personal protective clothing (work gloves, waterproofs & wellies)
- accept our responsibility for the safety and health of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up-to-date particularly as the school changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

- The Forest School leader will have appropriate training to allow him/her to lead a forest school including an up to date first aid qualification.
- The forest school leader will carry out a comprehensive risk assessment of the Forest School site. Each session will also be risk assessed and relevant procedures put in place.
- In the event of a fire alarm sounding the FS leader will walk children safely to the fire assembly point on the school yard and ensure all children are present by counting numbers.

The FS leader will always carry a bag containing a full first aid kit and an accident/incident record book (see accident and emergency procedures) Any accidents or near misses will be reported to the Head Teacher and any new procedures to avoid the accident will be implemented.

The class teacher will ensure that any medication is passed on to the FS leader. (medication policy)

Safe place of work

- The FS leader will assess all risks in accordance to Forest School.

Safe systems of work

- The FS leader will ensure clear communication between herself and other adults involved in Forest School.
- No member of the group will carry anything that they cannot comfortably carry.

Safe equipment

- The FS leader will inspect and maintain tools and equipment regularly. These will be kept in a locked cupboard when not in use.
- Appropriate PPE will be provided when required - Gloves, waterproofs and wellies.

Adequate training and supervision

- The FS leader is a fully qualified Level 3 Teaching Assistant and is accredited or is undertaking accreditation with the Agored Cymru.
- The FS leader will supervise the Forest School sessions and train any other adults involved.
- The FS leader will train the children in the safe use of tools - always wear a glove on the non-working hand and only use tools at the log circle unless working in the FS area with Mrs Cox (see tools policy)
- The FS leader will demonstrate safe fire lighting procedures.

Consultation with staff

- The FS leader will discuss session content and activities with the class teacher and discuss any differentiation needed.

Welfare - as for health

Employee duties

- Employees have a duty to look after themselves and their colleagues and cooperate with their employees enabling compliance with legal requirements. They have a duty to look after anything to comply with health and safety law.
- The FS staff will be expected to look after themselves and each other as well as the children. They will be expected to be pro active in the area of Health and Safety. They will be expected to look after tools and equipment and report any damage (see tools policy)

FS sessions will take place at our secure FS site in all weathers except high winds, when alternative activities may be offered.

The health and safety of all children and staff attending FS sessions is a priority that is considered at all times. All activities and the site are thoroughly risk assessed by the FS leader. Children may however acquire scratches , small cuts or other minor injuries from ever present countryside hazards.

Forest school sessions

Ratio - Children will be taken out in small groups (no more than 10) with 1 Forest school leader and 1 LSA. Before the start of sessions consent and medical forms will be sent out to parents and all relevant information will be updated in the school office.

At the beginning of each session children will be given a number, if the FS leader needs to know the whereabouts of each child without returning them to the log circle the FS leader will shout 1 and children reply with their own numbers in turn this will ensure that all children are accounted for at all times. If a child cannot be accounted for all children will return to the log circle and stay with the other adult while the FS leader goes to look for the child.

Children will learn about sustainability and how to look after their own environment. Ten weekly sessions will be carried out by the FS leader where children will use tools to make items using natural materials, all appropriate PPE will be worn. (work gloves, waterproofs, wellies etc)

Tool use

- When using tools children will wear a glove on their non-working hand.
- All tools will be counted in and out by the FS leader.
- Any safety guards will be removed and replaced by the FS leader.
- Tools will be kept clean and dry and locked away when not in use.

Pupils will also learn about safe fire lighting and will be given the opportunity to light and maintain a fire and use to cook popcorn etc and boil water in a storm kettle. An appropriate adult will supervise the fire at all times.

Fire lighting

- When lighting a fire the FS leader will ensure that 5 litres of water in an open container and a fire blanket are kept nearby.
- Fire gloves will be worn.
- Children do not cross the log circle.
- An appropriate adult will supervise the fire at all times.

Toilet procedure

Any children needing to use the toilet facilities will come back to the school in pairs as our FS site is not far away and inside our school grounds.

Emergency procedure

In the event of an emergency where the group are left with just one adult children will store tools safely and walk back into school and return to their class teacher. Mrs Cox will carry a mobile phone at all times

Responsibilities

The governing body has the responsibility to ensure that all the steps have been taken to reduce the possibility of accidents. In doing so, it acknowledges that ultimate responsibility for health and safety matters remains with the Director of Education. Responsibility for health and safety in the school is that of:-

Mrs S Roche will ensure that the policy is effectively implemented and understood at all levels.

Responsibility for co-ordinating health and safety matters is that of the Headteacher who will secure the objectives of the policy. The person who has specific responsibility for Forest School is Mrs Cox who will collate and distribute the information and be the focal point of contact for staff.

Management of Health and Safety

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within it. Health and Safety systems and procedures have been set up within the school to deal as effectively as possible with:-

- Accidents/Incidents (including reporting arrangements)
- First Aid
- Administration of Medicines
- Fire Prevention and Precautions
- Safety in the School
- Animals in School (loose dogs etc)
- Good Housekeeping
- Buildings and Grounds
- Equipment and Materials
- Control of Substances Hazardous to Health
- Visitors
- Work Experience/Students

The efficiency of the above systems and procedures will be monitored and modified, if and when necessary, after appropriate consultation.

EQUAL OPPORTUNITIES

Garnteg Primary School is committed to equality, including racial equality, for all members of the school community. The school promotes a positive and

proactive approach to valuing and respecting diversity, and will not tolerate racial harassment of any kind.

Ratified by the Governing body on 2013

Chair: *Mr D Weaver*

Policy Review date : 2016

Please could all relevant staff read this policy and sign below to indicate that you have a good knowledge of the Health and Safety provision at Forest School.

Name	Sign	Date
