

## Health and Safety

The March Forest School provides play-based education in a woodland environment.

The Forest School Leader

- qualified to OCN level 3
- insured
- hold current enhanced DBS checks
- hold current First Aid certificates

Forest Schools allow people to engage in potentially hazardous activity – using edged tools and open fires – in a safe way, by following generic Forest School procedures under competent leadership.

The Forest School leader is a key person in this regard and is qualified to OCN level 3 in Forest School Leadership with responsibility for running Forest School activity.

The Health and Safety at Work Act 1974 imposes certain obligations on an employer not only to take all such actions as are reasonable to safeguard the health and safety of their employees, but also to be able to show that they are doing so, by producing adequate written policies and procedures. The March Forest School fully accepts its responsibilities under the Act.

The Act refers to what is reasonable in given working situations.

The March Forest School will:

- Assess the risks in the workplace.
- Have written health and safety procedures
- Ensure that the workplace satisfies health, safety and welfare requirements for ventilation, temperature, lighting and staff facilities.
- Ensure safe and clear access to and egress from the building, including fire exits.
- Regularly check the premises room by room for structural defects, worn fixture and fittings or electrical equipment, and take the necessary remedial action.
- Ensure that all equipment is suitable for its intended use and is properly maintained and used.
- Ensure that all staff are aware of the fire procedure and regular fire drills are carried out.
- Ensure that all members of staff are aware of the procedure in case of accidents.
- Ensure that all members of staff are aware of and carry out their health and safety responsibilities as set out in their job descriptions.
- Prohibit smoking on the premises.

- Prohibit any contractor working on the premises without prior discussion with the officer in charge to negate any risks to the staff or users.
- Provide appropriate protective clothing.

***The Management of The March Forest School will:***

Provide operating policies

Provide pro-forma risk assessments for activities and locations (to be completed by the Forest School Leaders)

Appoint suitably qualified staff as Forest School Leaders (min. level 3)

Carry out CRB checks on staff and volunteers.

Provide the equipment necessary for the operation of the school and manage the maintenance of that equipment.

Provide Personal Protective Equipment as identified in the risk assessments.

Review operating policies at least annually and process feedback on these policies within 2 weeks of receipt.

***The Forest School leader will:***

Be responsible for the safe running of the Forest School. They have local responsibility for safety and will identify if an **Emergency** occurs. They can take consequential action in response to this incident, which may include termination of the school activity for that day. Follow operating policies.

Ensure accompanying adults and students are aware of the operating policies and provide a good model of their use.

Carry out risk assessments (using supplied pro formas)

Inform The March Forest School of any changes they suggest to the policies, procedures and associated documents and the need for new (or maintenance of) equipment.

### ***Adults will***

Follow operating policies

Follow the direction of the Forest School Leader

Take reasonable care of their own health and safety and that of others around them.

- Co-operate with the Forest School Leader on matters of health and safety

- Use work equipment correctly

Inform the Humber Forest School of any changes they suggest to the policies, procedures and associated documents,

### ***Students will:***

Follow the direction of the Forest School Leader

Take reasonable care of their own health and safety and that of others around

them. Co-operate with the Forest School Leader on matters of health and safety

- Use work equipment correctly

Inform The March Forest School of any changes they suggest to the policies,

procedures and associated documents, ***Parents will*** support the Forest School Leader in helping their children engage with the activities. *“Parents” will be taken to mean those with parental responsibility for the purposes of this document for simplicity.*

The Management considers this matter of such importance, that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter.

It is not possible to detail here all the health and safety matters that come up on a day-to-day basis, so staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.

### **Additional Information**

In Scandinavia, where 3 to 6 year olds spend a lot of their time outside, and where the saying goes that "there is no such thing as bad weather, only bad clothing."

#### ***What should I bring?***

As the activities will be taking place outside, you should wear old, comfortable clothing.

✂ Long sleeved shirts and long trousers are essential

✂ Comfortable shoes/trainers

- ✦ Waterproof jacket
- ✦ Waterproof trousers (if available)
- ✦ Hat (either woolly or sun, depending on the weather!)

You should also bring a packed lunch, hot drinks will be provided on site.

There will be basic toilet available on site.

### ***What if it is Raining?***

We will still go - wear wet weather gear and make sure you bring a warm top.

Forest School Programmes operate all year round regardless of weather conditions.

### **Parental Consent Form**

I .....

have read The March Forest School Information pack and discussed the content with my child.

I give permission for my child.....

✦ to take part in forest school activity managed by The March Forest School

✦ to be given emergency treatment / first aid if necessary when attending

The March Forest School programme.

Indemnity Statement.

Taking part in Forest School activity is conditional on individuals recognizing that

these activities are activities with a danger of personal injury or death both to

themselves and other people. Participants shall be aware of and accept these risks and agree to be responsible for their own actions and involvement.

I declare that in the event of any claim of compensation for an incident, the claim will only be against another party directly involved in that incident.

No compensation will be sought from the Company, or directors unless they are found, by law, to have acted in a negligent or illegal manner.

It must be remembered that Safety is the responsibility of ALL participants who are each responsible for the safety of themselves and other participants.

All safety rules and procedures must be followed. Any hazards found in on the site must be reported to a Forest School Leader who shall take all reasonable steps to ensure every participant is made aware of the hazard.

I declare that I have read and agree to the content of this document. I have discussed the content with my child/ren and made them aware of their responsibilities.

I can be contacted on

.....(home number) or

.....(mobile)

I do/do not give permission for my child to be photographed during The March Forest School activities.

The March Forest School

I do/do not give permission for my child's image to be used in reports or publicity for The March Forest School.

Signed:

Print:

Relationship to child

Date:

