

Health and Safety Policy



The forest school health and safety policy is an addendum to ACE's health and safety policy and does not change the nursery's position on health and safety matters set out in the original document.

For the forest school sessions to be run safely, the forest school leader will establish and maintain a safe and healthy environment by:

- Establishing, maintaining and evaluating appropriate procedures, policies and risk benefit assessments.
- Ensure the provision of sufficient information and instruction for all adults so they can contribute to their own health and safety and that of the children they are working with.
- Establish and be familiar with, all emergency procedures including the reporting and recording of incidents.
- Ensure the leader and all other staff attending forest school sessions are first aid trained.
- Accidents should only be dealt with by the leader or a qualified first aider and recorded appropriately in line with ACE's standard procedure.
- Investigate any accidents and use information gathered to inform future risk assessments and policy reviews.
- The forest school leader is to take control of any emergencies and all staff will follow the emergency procedure action plan, a laminated copy will always be kept in the forest school bag.
- The forest school leader and the accompanying adult will have one ACE mobile phone each, which should be kept on them always, with emergency contact numbers for ACE Day Nursery.
- Ensure that we are within suitable child to adult ratios, considering individual children's needs.
- Ensure that all equipment is in good working order and is used appropriately.

Role and responsibilities of the forest school leader

- To plan and lead forest school sessions.
- Ensure the outing form clearly shows which children and adults are attending with the location and timing of the forest school session.
- To ensure the children's safety is paramount throughout the whole forest school session.
- The forest school leader is responsible for the maintenance of the first aid kit, forest school bags and any tools brought into the forest school session.
- To ensure forest school learning opportunities are within the children's capabilities, to adapt them to suit individual needs and interests.
- To take responsibility for behaviour management during forest school sessions by supporting staff and volunteers.
- To have an up to date first aid qualification.
- To ensure all participants have appropriate clothing, including high visibility jackets.

- To carry out risk assessments and benefits of the forest school location, sharing all information with the other adults.
- To assist with the toileting of children if they request help or support staff to do so.
- To ensure all forest school policies are regularly reviewed and that reviews are informed by observations and developing knowledge of the forest school setting.
- To follow the forest school principles and criteria for good practice set out by www.forestschoollassociation.org

Responsibilities of accompanying staff and forest school volunteers

- To take an active role in forest school activities and assist with any behavioural issues within the group.
- Be vigilant to ensure the health and safety requirements are met.
- Inform the forest school leader of any problems that occur as soon as possible.

Policy updated: Autumn term 2018

Review date: Autumn term 2019

Signed: Darlena Reed (Maternity leave)

Jo Adamante

Position: Forest School Manager
Forest School Leader