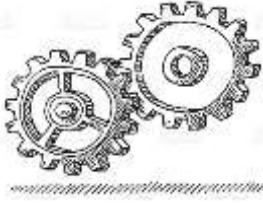




Forest School (KS1 & KS2)

Policy and Procedures

- Operating Procedure
- Fire Policy
- Fire Risk Assessment
- Tool Procedure
- Tool & Kit Inventory
- Emergency Action Plan
- Accident Log
- Near Miss Accident Report



Operating Procedure

- 1) Arrive at site
- 2) Conduct site risk assessment
- 3) Set up site, with equipment
- 4) Collect group (Register)
- 5) Forest school room (Change)
- 6) Arrive at site (Head count)
- 7) Circle Time
- 8) Safety talk
- 9) Start session (Head counts throughout)
- 10) Have fun
- 11) Return to circle for closing (Head Count)
- 12) Forest school room (change)
- 13) Return group (Register out)

Equipment

First Aid Kit

Emergency blanket

First Aid book

Incident log

Emergency Procedure / Contacts

Mobile phone

Tools and PPE (Personal protection equipment)(Inventory sheet)

Handwashing kit

Fresh water/water carrier /water bottles

Hot chocolate & cups (If doing)

Fire lighting kit (If lighting fire)

Fire blanket and Bucket (If lighting fire)



Fire Policy

- Follow fire lighting guideline and have a fire lighting risk assessment
 - Create fire pit 1m sq and seating circle 2m from inner fire pit
 - Speak to group about why we use fire
 - Warmth, Cooking and Making
 - Give the fire purpose not a toy
 - Group shown stop, drop and roll procedure
 - Fires will only take place once leader is happy that the group understands the fire safety considerations
 - This fire safety knowledge will be assessed and accumulated over several weeks of fire training leading up to a fire
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- Expected behaviour
 - Children must approach fire circle from behind a log seat, step over and sit.
 - Children only approach fire when permission given to do so
 - Approach fire with the wind at their back
 - Children will assume the safe kneeling position when approaching the fire to place sticks or when cooking.
 - Offer wood to the fire one piece at a time
 - Lighted sticks not to be taken away from the fire
 - No more than two children at any one time around the fire
 - Lighting fire
 - Leader to handle tinder ball and ignite fire
 - Children can attempt to use striker under close supervision
 - Extinguishing fire
 - Fire must be extinguished at the end of session
 - Children can participate in extinguishing fire under close supervision
 - Leader is responsible for checking fire is completely put out.
 - It is preferable that the fire pit is cleaned out after use
 - First Aid
 - Accidents will be dealt with by the attending first aider and recorded in the accident book
 - Safety equipment: First aid kit, cling film, clean water, water buckets, fire blanket, fire extinguisher, burns kit and eye wash
 - Clean water and bucket available for immersion of minor burns (10 mins minimum)

Health and safety risk assessment checklist for fires and Kelly kettle.

Site:

Assessment carried out by:

Date of assessment:

Guidance

Any location for a fire must be authorised by the site manager/land owner. If Yes or N/A cannot be answered to all questions the **Do not light a fire.**

If students and involved are to build, light or use Kelly kettles they should be involved in this risk assessment process

Site	Item	N/A	Yes	No
1	Is the fire to be lit on a non-combustible surface? If using a Kelly Kettle is it placed on a level non-combustible surface?			
2	Is the area where the fire is to be built free from services? Underground, overhead or adjacent?			
3	Is the area where the fire is to be lit away from areas of high public use or neighbouring properties?			
4	Are there clear and visible exit routes from the area? Ensure all participants are aware of there location.			

Materials	Item	N/A	Yes	No
5	Are the materials to be burnt suitable? Treated timber may give off noxious fumes. All rubbish to be removed from site not burnt.			

Lighting	Item	N/A	Yes	No
6	Is the person lighting the fire competent or under the close supervision of a competent person?			
7	If using matches, a lighter or fire lighting blocks are they stored in a suitable locked container? Do not use petrol or other flammable liquids to light fire.			
8	If students are to light or use the fire or Kelly Kettle are they aware of the fire triangle?			

Extinguishing	Item	N/A	Yes	No
9	Is there suitable means of extinguishing the fire? A supply of water and a fire blanket			
10	Are all participants familiar with the stop, drop and roll method of extinguishing fire on clothing?			

Supervision	Item	N/A	Yes	No
11	Is there a competent person supervising the fire at all times or if using a Kelly Kettle whilst in use?			
12	Is there a suitable ratio of supervisors to students? Students must be closely supervised if allowed to add fuel to the fire or Kelly Kettle.			
13	Is the person using the Kelly Kettle competent to do so or under the close supervision of a competent person?			

First Aid and Emergencies	Item	N/A	Yes	No
14	Is there a suitable First Aid kit and are all the participants aware of its location?			
15	Are there suitably qualified First Aiders? Capable of treating minor burns and aware of what action to take in case of a more serious emergency?			
16	Are all leaders aware of mobile reception points in case of emergency			
17	Are all leaders aware of emergency action plan?			

Important

If **No** is recorded under any of these questions then **a fire should not be lit** and action/further action should be recorded on the corresponding Risk Assessment Report.



Tool Procedure

- 1) All tools to be inventoried upon arrival at site
- 2) Complete Inventory form and sign
- 3) When tools not in use, they are to be returned to tool box
- 4) Box to be kept locked at all times
- 5) Only staff to access tool boxes
- 6) Before children leave site, all tool to be inventoried and signed in on inventory sheet
- 7) Tools can only be used if appropriate risk assessment has been completed for tool.

Tool and Kit Inventory

Date:

Tools	How many we have	out	Return ed
Bow Saw	2		
Knives	5		
Potato Peelers	5		
Bill Hook	1		
Lopper (Green)	2		
Lopper (Dead)	1		
Folding saw	1		
Woodland Mallet	1		
Gloves	15		
Gloves (Adult)	2		

Kit	How many we have	out	Returned
Tarp (large)	4		
Tarp (Small)	4		
Rope			
Camo net	1		
Hammock	1		
Kettle	1		
Fire Pit	2		
Fire Gloves	1 Pair		
Fire Bucket	1		
Fire Blanket	1		
Fire First Aid	1		
Fire Trivet	1		
3ltr Airpot	1		



Emergency action Plan

Emergencies

Injury:

Minor injury:

- First aider to attend to injury as necessary.
- Complete the accident log sheet
- Complete an accident form and pass it to the child's teacher/ carer at the end of session

Major injury:

- Assess situation and before attempting recovery
- Delegate a member of staff to call an ambulance 999,
- First aider to apply immediate temporary care
- Wait for ambulance keeping child calm and warm
- Delegate member of staff to call register and end session.

Lost Child:

- Call register
- Search to be carried out by member of staff to confirm child not present on site
- Inform SLT member.
- Contact police if child is not found within 20 mins.

Fire:

- Remove children from woods to an open pre-designated area
- Take register
- Attempt to extinguish fire only if deemed safe to do so
- Call 999 if necessary
- Remove children from site
- Call SLT

Stranger

- Call all children back to circle and take register
- Alert all adult help
- If deemed as an immediate threat call 999.
- Contact reception / SLT for help.
- Keep all children under supervision.
- Leave site if safe to do so.

Lockdown

- KS1 staff and children to enter the nearest classroom if possible
- If not all children and staff into shed
- Office staff to contact KS2 forest leader
- KS2 children and staff to go into shed and lock door



PHEWI Near Miss Accident Report

Practitioner:

Location:

Childs name:

Date:

Details of incident

Risk assessment required for future sessions

Signed: _____

Date _____