



HEALTH AND SAFETY POLICY

Parent / carer consent forms

All forest school participants, parents/carers, staff and volunteers will be registered on arrival. Adults are made aware of the system for arrivals and departures.

Parents/carers are asked to provide any medical needs (including allergies to plasters) dietary, specialised treatments or additional needs required for themselves or their children and emergency contact details. Permission to store the information (following Data Protection policy) and join our mailing list is also given and register / consent forms kept electronically on the BEING Outdoor CIC tablet or via our online booking system (bookwhen.com) or hardcopies if not electronically accessible. Parents/ carers are asked to give written permission for emergency medical advice or treatment when necessary by First Aid trained staff and for the application of insect repellent spray. (Avon So-soft spray).

BEING Outdoors CIC “Ways of the Woods” safety guidance

During our sessions and programmes, children are made aware and supported regularly alongside parent/carers, school staff and volunteers how to stay safe by going through our BEING Outdoors CIC Forest School “Ways of the Woods” safety guidance. The aim is to minimise the hazards and risks and to enable learners to take appropriate positive risks, stay safe and have fun while learning.

Health, safety and personal hygiene are an integral part of all the learning opportunities at our sessions. Routines we follow including basic hygiene of hand washing with soap, use of hand gels where necessary prior to drinks and snacks, sneezing/coughing into your elbow or back of hand, using paper towels, disposing of tissues.

Staff Walkie-Talkies

Staff will each have a walkie-talkie during sessions to provide quick lines of communication particularly when out of sight and to support quick response during site evacuations or group emergencies.

Ear pieces are worn to ensure confidential communications when needed.

The lead for each programme is responsible for charging and distributing walkie-talkies each session.

First Aid provision

A first aid kit is kept for the treatment of minor injuries by qualified staff. At least one member of staff present will have current paediatric forest school first aid training. The first aid qualification includes first aid training for infants and young children. Our first aid kits: complies with the Health and Safety (First Aid) Regulations 2026; are regularly checked by our Directors & Associates and re-stocked as necessary.

A separate burns kit is kept available by the fire pit for quick access at all times during our sessions.



SHIELD TREE WOOD: An eye wash kit is kept accessible at our shed by the fire circle. We also have portable first aid kits to support quick treatment when children are at other areas within their woodland spaces.

A record of all incidents & near misses is recorded on electronically and password protected. A mobile telephone is always carried by BEING Outdoors CIC directors and FS associates. A copy of the incident is given to the school / LA or shared with the parent / carer at the end of the session. Any specific injury or incident requiring hospital treatment to a child, parent/carers, volunteer or visitor will be reported to the local office of the Health and Safety Executive.

Disposal of waste

Staff are aware of the first aid procedures for HIV and AIDS, including the disposal of sanitary waste and uphold hygiene regulations accordingly. Protective equipment will be used by staff when dealing with spills of bodily fluids and the handling of toilet waste is required.

All toilet waste is contained safely in our compost toilet. When using portable camping toilets, waste is transferred safely to our compost toilet prior to cleaning and reuse.

We have bins for recycling and general waste. We also compost food by collecting in a food waste bin and taking away to dispose in green bins at home.

Enhanced DBS checks

Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau have unsupervised access to the children. This might include helping them with toileting or recording a disclosure.

Equipment / materials

Large equipment is installed with care and checked regularly. The site and installed equipment is checked daily for hazards (see **Daily Site Risk Assessment** for further details). Children are taught to handle and store tools safely and follow the Tool Talk rules. All craft materials are non-toxic. e.g. glue / paint. Children do not have unsupervised access to hazardous materials. (See **equipment and tools use policy** for further details).

Fire

Smoking is not permitted on our site. Fire safety equipment is checked regularly and staff know how to use it. A burns first aid kit, fire blanket, fire gloves and bucket of water are kept in the fire circle during all sessions. (See **Fire Policy** for further details)