

Module 3 & 4

Safe Practice Handbook Overview

1. Health & Safety at Forest School

- 1a) Who has overall responsibility for health and safety at your FS?
- 1b) What provisions have you made for First Aid at your FS?
- 1c) What insurance cover is in place for your FS Programme? (types of policies and cover given)
- 1d) What accident procedure is in place for your FS Programme?
- 1e) What emergency procedure is in place for your FS Programme?
- 1f) What reporting procedures are required in each of the accident and emergency situations? (RIDDOR)

2. Risk Management

- 2a) What is your overall approach to risk management at FS?
- 2b) What types of risk assessment are carried out, when and by whom?
- 2c) How do you involve children and young people in this process?

3. Staff and Helpers at FS

- 3a) How many staff/adults will be involved in your FS Programme?
- 3b) What ratios will you have at your FS?
- 3c) How will you adapt these ratios for different activities?
- 3d) What staff requirements are in place at your FS? (CRB & First Aid)
- 3e) What steps do you take to make staff and helpers aware of health and safety at FS?

4. Safe-guarding children

- 4a) How does your setting's existing approach to safeguarding children apply to your FS provision?
- 4b) What steps have you taken to ensure children's physical and emotional well-being at FS? (safe-guarding children code of good practice)
- 4c) What is the procedure at your FS in the event of a disclosure?

5. FS Delivery

- 5a) What steps do you take to ensure protection of sensitive data at your FS? (confidentiality)
- 5b) What permissions do you seek from parents and guardians?
- 5c) What information do you provide to parents and guardians about the FS Programme?

5d) Transport

- i) How will the children/young people be transported to/from your FS sessions?
- ii) What additional protocols are in place to deal with your chosen mode of transport?

5e) Cancellation

- i) Under what specific circumstances would you consider it appropriate to cancel a FS session? (eg weather, staffing)
- ii) What cancellation procedures are in place to carry this out?
- iii) What steps are in place to manage this cancellation effectively (children and site)?

5f) Equal Opportunity

- i) What reasonable steps are in place to ensure your FS provision is accessible to all?

5g) Behaviour

- i) What steps are in place to encourage positive behaviour at FS?
- ii) How do you deal with bullying at FS?

5h) Lost or missing child

- i) How will you ensure that children/young people at your FS do not get lost or go missing?
- ii) What steps are in place in the event of a lost or missing child?

6. Hygiene at FS

- 6a) What toileting provision do you have at your FS?
- 6b) What measures have you got in place for maintaining hygiene at your FS?
- 6c) What additional precautions need to be put in place with regard to snacks and food at FS?
- 6d) What additional considerations are necessary to ensure safe campfire cooking at FS?

7. Tools, Fire and Activities at FS

- 7a) What general considerations will you make for activities and games at FS to ensure safe enjoyment?
- 7b) Summarise your general approach to tool safety at FS.

7c) Tools Operating Procedure

Tables to complete for Fixed Blade Knife, Bow saw, Axe, Loppers & Secateurs, Mallet (wooden & rubber)

7d) Fire Protocol

Tables to complete for fire protocol, including siting, lighting and management of fire and storm kettle.