



HEALTH AND SAFETY POLICY AND PROCEDURES

Date created: September 2019 We are committed to reviewing our policy and good practice annually. Reviewed by Claire Hughes Aug 2020, Aug2021, Aug2022 August 2023 with amendments. Sept2024 CSH Aug25 CSH AUG26 CSH

Woodland Nurture's overarching priority is to keep all participants safe at all times. This Policy shall be applied during all Woodland Nurture sessions. It should be read in conjunction with Child Protection, First Aid, All Risk/Benefit Assessments, Accident and Incident Policy and Procedure; Fire Policy; Tools Policy, Intruder Policy, recruitment policy, AII policy...

- We take the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.
- Woodland Nurture aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by our activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times as will COSHH. The Forest School leader and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.
- Woodland Nurture is insured by Birnbeck which covers employer and public liability which will be £5mil (public liability) and £10mil (employers)
- Claire Hughes as owner and manager is Health and Safety Lead.

The steps below will be actioned in all sessions at all times as a matter of course:

- Create an environment that is safe and without risk to health.
- Perform a risk/benefit analysis for all activities
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

Responsibilities of all staff:

- Are responsible for assessing risks to health and safety arising out of the activities and introducing suitable steps to eliminate or control any such risk identified.
- It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the activities.
- Undergo relevant health and safety training when instructed to do so by Claire Hughes.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Complete any incident reports to the best of their ability and knowledge
- Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

Responsibilities of the Forest School Leaders:

Forest School Leaders have responsibility to apply their Level 3 training as follows:

- Ensure that planned activities are relevant to and safe for the groups of children in their sessions
- Observe any Child Initiated Play and monitor to ensure it is safe; encouraging the children to be involved in risk assessments and redirecting if necessary.
- Dynamically risk assess situations as they arise making suitable judgements depending on factors such as the weather, the cohort's abilities, the mood of the group etc
- Carrying out daily safety checks on their given days (currently Kate on a Tuesday; Natalie on a Wednesday; Poppy on a Thursday)

- Reporting any issues discovered on their daily checks to Claire, either by making a note on the check sheet if non-urgent or informing Claire straight away if urgent
- Supporting Claire in making safe areas of the wood if relevant, such as a sectioning off an area with a dangerous hanging branch

Responsibilities of the Manager.

As Owner and Manager, and Health and Safety Lead, Claire Hughes holds ultimate responsibility and liability for ensuring that the sessions operate in a safe and hazard free manner.

- Ensure day to day implementation, management and monitoring of the Health and Safety policy.
- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Provide and review Risk Benefit Assessments for all activities. RBAs take into account all risk factors of each activity and how these risks can be minimised, controlled and managed where possible, and weigh up the benefits of the activity with the understanding that managed risk is of benefit. The RBAs are reviewed at least bi-annually or sooner if matters arise based on the activity which cause re-assessment. Where possible children are involved in the RBAs so that they are taught to appreciate and assess risks and how to mitigate them.
- Providing adequate resources to meet health and safety responsibilities, including PPE.
- Ensuring that all staff and volunteers using tools have Forest School training or are trained/supervised by a FSL and can carry out competent tool talks.
- Ensuring that all accidents, incidents and dangerous occurrences are correctly reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate).
- Ensuring COSHH compliance
- Reviewing all reported accidents, incidents and dangerous occurrences, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers and any other adult who come into unsupervised contact with children at the setting have appropriate and up to date checks including enhanced DBS. (see safer recruitment policy)

Reporting a Health and Safety Issue:

- Inform Claire Hughes as H&S Lead
- Complete form in accident and incident book
- Claire to assess the issue and report to relevant bodies including Ofsted, Health and Safety Executive, RIDDOR
- Should the issue be a COSHH one, complete COSHH risk assessment as follows: [How to carry out a COSHH risk assessment - HSE](#)
- Review RBAs based upon lessons learnt.

References:

COSHH: [What is COSHH? Everything you need to know | British Safety Council \(britsafe.org\)](#)

Health and Safety in the Work Place HSE: [Tell us about a health and safety issue - Contact HSE](#)

Riddor: [RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE](#)

Incident reporting in schools: [Incident reporting in schools \(accidents, diseases and dangerous occurrences\): Guidance for employers \(hse.gov.uk\)](#)