Health and Safety Policy

1. Purpose

The purpose of this Health and Safety Policy is to ensure a safe, secure, and healthy environment for all children, staff, volunteers, and visitors across Kinda Education C.I.C. settings. It establishes clear responsibilities, structured risk management procedures, robust emergency protocols, and rigorous daily operational standards to protect the well-being of everyone participating in our nature-based and alternative provision activities.

2. Scope

This policy applies universally to all Kinda Education C.I.C. operations, woodland site, alternative provision sessions, Wood Sisters gatherings, elders' circles, family groups, community projects, and all the Kinda team, nature mentors, volunteers, contractors, and commissioners involved in our work.

3. Legal & Statutory Framework

This policy is designed to comply with UK health, safety, and welfare legislation and statutory guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Manual Handling Operations Regulations 1992

- Keeping Children Safe in Education (KCSIE) and relevant Norfolk & Suffolk Local Authority Safeguarding and Alternative Provision quality assurance frameworks

Health and Safety of the children, staff and visitors is our primary concern. While the KE Directors are responsible for the day to day safe running with a duty of care for the children, ALL adults are required to take all reasonable steps to ensure children and adults are safe. Before a session commences all leaders/facilitators involved in the sessions have access to activity plans and risk assessments associated with the activities.

4. For KE to run safely, the KE Coordinator will:

- Ensure that at least two qualified first aiders are on site at all times
- Establish and maintain a safe and healthy environment
- Follow policy and practice found in the Handbook
- Make sure all adults on site have knowledge of all guidelines
- Ensure that all adults are familiar with all emergency procedures, reporting and recording
- Make and share risk assessments before sessions
- Ensure that volunteers are aware of their responsibilities towards the children
- Fully investigate any accidents and use information for future risk assessments
- Keep to the legal adult: child ratio
- Make sure all safety equipment is in good working order

The main Coordinator is responsible for the maintenance of the first aid kits and any tools that are used on site.

5. Safeguarding & Welfare Link

Health and Safety operates alongside Kinda Education's Child Protection & Safeguarding Policy (formatted to Norfolk/Suffolk LA standards). All staff are trained to recognise that health, safety, and physical welfare concerns may carry safeguarding implications. Any welfare or safeguarding concerns identified during H&S checks or sessions are logged immediately on MyConcern. The Designated Safeguarding Lead (DSL) is Eloise Wilkinson.

6. Insurance Policy

Kinda Forest School is held in Kali Woods, a 5 acre woodland outside Halesworth
We are covered by Liability Insurance with
SAUA, 5–6KingfisherCourt Northfield Farm Lane, Witney, OX28 1UF Tel 01993777850 E mail kate.gibbons@saua.co.uk Website www.saualiability.co.uk,
Birnbeck Insurance, Birnbeck Finance Ltd, 129 High Street, Worle, Weston Super Mare, Somerset, BS22 6HQ
Tel: 01934 522252
Fax: 01934 520100
website: www.birnbeckinsurance.co.uk

7. KE Guidelines

We have guidelines and boundaries that all children and adults are made aware of. Children become involved with the setting and understanding of the agreements to ensure their safety. All follow and update the risk assessments.

8. Risk Management, Assessments, Benefit analysis

The 5 step approach to risk assessment for all activities:

1. Look out for hazards
2. Decide who may be harmed and how

3. Evaluate the risks and decide whether existing controls are adequate or whether more should be done
4. Record findings, including daily amendments to standing risk assessments based on site visits and observations
5. Review assessments on a regular basis (or if circumstances change, which may affect the rigour of the assessment) and revise if necessary

A site risk assessment is carried out on site where the activities will take place on a seasonal basis

Staff Conduct and Risk:To ensure the safety of the tribe and maintain high levels of supervision, staff use of personal mobile phones is restricted to emergency use only. No personal devices are to be used for taking photographs of children.

A daily site risk assessment is carried out by coordinators as the first task of the day, before staff and children arrive on site.The findings will be recorded on an Online Daily Risk Assessment form- Anything that needs to be reported to staff will be done in morning briefing.

Activity Risk/benefit assessments for common activities carried out during sessions are accessible Online and paper copies on site.
Dynamic risk assessments are carried out as and when is necessary throughout the day and additional risk/benefit assessments for new regular activities completed and uploaded as and when is necessary.

All staff and volunteer helpers have read the relevant Site and Activity risk assessments prior to the session.

Activities are stopped, if in the opinion of the coordinator/s, weather conditions such as high winds or the threat of electrical storms make practice unsafe. Children and staff will relocate to a safe indoor area on site.

The team, volunteers and children are informed of potential hazards and methods of working in order to minimise their risk further.

The team, volunteers and children are involved in risk assessing, particularly dynamic risk assessing within a session, as appropriate, as part of their learning.

It is ensured that legal guidelines regarding off site activities, adequate insurance and parental permissions are met.

It is ensured that all staff, volunteers and children are aware of the emergency procedures for the Forest School/ AP site.

Kinda Education is responsible for teaching children adequate skills in order to keep themselves safe, particularly in relation to the use of hand tools and fire.

It is ensured that children and adults have access to drinking water during sessions.

It is ensured that a nil-by-mouth policy is adopted in all sessions – except for food cooked, a packed lunch or as part of a fully risk assessed activity.

Daily Site Risk Assessment

At the start of each day a Daily Risk Assessment is carried out, either by the coordinator or another trained Facilitator.
This includes a sweep of all areas used, to ensure that there are no changes to the site which could cause harm. For example loose branches after high winds.
Following the Daily Site Risk Assessment the coordinator will carry out anything that is needed to make the site safe (e.g. remove any hazards, mark off any unsafe areas). At the same time they will consider specific circumstances which make it appropriate to cancel a Session.

Activity Risk Assessment

When planning activities, any hazards associated with that activity, that are at risk of causing harm, should be considered. These should be recorded on an Activity Risk Assessment with suitable control measures taken to control and minimise the risk.
Due to the nature of Forest Schools the children may come up with a new activity during a session and therefore reasonable steps will be taken to ensure the activity is safe. An Activity Risk Assessment form will be completed asap following that session.

Extreme Weather Risk Assessment

Weather charts - evaluation of risk to woods, wind, rain, and general weather conditions.

Risk Assessments

All Risk Assessments are kept in a file on BASECAMP shared files

9. Accident & Emergency

In the event of an accident and emergency, one person stays with the injured child, one goes for treatment, one for emergency services. The child's records are double checked by a facilitator for any medical needs. **Schools / commissioners are informed immediately**.
All staff, volunteers and participants will be briefed by the coordinator on what to do in the case of an emergency. A whistle will be blown as a signal to stop what you are doing, gather with a member of staff, be silent and wait for instructions. The KE Leader will assess the situation, the nature and extent of the injury/accident. They will ensure the rest of the group are safe from danger and adequately supervised.
A whistle is used for accident or fire emergencies and is in a red dry bag hanging on the parachute . Each member of staff carries a phone with other members of the team's numbers saved so we can use phones in behaviour or incident emergencies. We do this as a whistle can heighten situations. A whistle is only used as the last option.
All session-related accidents are recorded in the site accident book. Any incidents with a safeguarding or welfare element are uploaded to MyConcern, our secure, encrypted management system, to ensure data remains protected and confidential. An accident form will be completed as soon as possible after the accident. Recorded on the daily observation and reported to the referrer and/or parent by phone. A RIDDOR record will be created, along with an Accident report for any death, serious injury or 7 day injury.

https://www.hse.gov.uk/riddor/report.htm
RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

In the event of an injury

If anyone sustains an injury or illness which cannot be treated by first aid on site and requires medical assistance:

- In **serious** cases, the Emergency Services will be contacted (see below) using the emergency phone carried by the coordinator. The coordinator will immediately contact the referrer/ family.
- The rest of the group will be supervised away from the incident and if in danger, will be moved to safety
- One member of staff will meet the ambulance at the woodland entrance and direct the crew to the incident site.
- If the injured party is taken to hospital, one member of staff will go with them and the injured party's emergency contact will be updated about the situation by the school office staff.
- In minor injuries, the coordinator will immediately contact the injured party's family/emergency contact / school / commissioner so that they can be collected and taken to hospital, doctor or home – as appropriate.

Emergency Contact Numbers:
Ambulance/Fire Brigade = 111 / 999

Requesting attendance by Emergency Services

Dial 111 / 999 and ask for an ambulance or fire brigade. Be ready with the following information:

KALIWOODS
WOODLAND postcode – IP19 8NQ, Beccles Road, Holton https://maps.app.goo.gl/nj6ziHaBGk79Dokm9

What3words: ///festivity.recliner.secrets this is the entrance from the road to the track.

THE PITS: Nearest point for vehicle access: ///collision.oddly.boggles

10. First Aid

A small First aid kit is accessible to the adults when moving away from the main camp. EG to the pits or around the woodlands. In addition to this a full emergency bag is on site and can be found in the shed/kitchen . Access to the emergency bag is permitted only to the Kinda Facilitators not to volunteers, visitors or children.

The Emergency Bag contains the following, and is checked at the beginning of every term

- First Aid Kit
- Burns Kit (cling film/scissors/latex gloves)
- Survival bivvy bag
- Fire blanket
- Torch
- Small tarp
- Tissues and paper towels in plastic bag
- Hand wash gel
- Baby wipes
- Fresh water in container
- Spare socks, waterproofs/trousers and hat
  Sugary snack
- Emergency action plan and incident book.
- Casualty monitoring card.
- Sun cream (with opened date recorded on)
- Wasp and bee sting treatment

Full First Aid kit will contain

- instant ice packs
  antiseptic wipes
  eye irrigation solution sachets jumbo plasters
- medium plasters
  small plasters
  triangular bandages
  large self-adhesive wound dressings small self-adhesive wound dressings
  crepe bandages
- pairs of protective gloves eye pads
  roll micropore tape
- CPR face shield
  Foil Blanket

The coordinating facilitator will ensure this is adequately stocked and replenished. There is a book in which all accidents are recorded with the treatment given, this is also added to MY CONCERN where relevant. Staff accidents/injuries are recorded on a google form and stored on Basecamp.

The Coordinator will also ensure a mobile phone is available in the area during each session.
With regard to Alternative Provision, any first aid administered will be referred directly and immediately to the school or referrer / commissioner, for the school to inform parents.

Missing Child / Unauthorised Absence: In any instance where a participant leaves site boundaries or cannot be accounted for, staff immediately initiate the protocol outlined in the standalone *Missing Child Policy* and notify the referring school/commissioner and police as appropriate.

Medication & Medical Conditions: Administration of prescribed medication and support for medical conditions are managed strictly in accordance with Kinda Education's standalone *Administering Medication Policy* and *Supporting Children with Medical Conditions Policy*. All student medication must be handed to the Coordinator on arrival and stored securely.

11. Cooking- including food hygiene

Everyone who prepares or cooks food for other people have Food Hygiene level 2 Certificates.

Everyone involved in KE should be involved in food safety and follow the food hygiene rules as follows:

- Wash hands before and during cooking
- Not handle food if they are ill with stomach problems,such as diarrhoea or vomiting
- Cover sores and cuts with a waterproof dressing
- Avoid handling food when possible, and instead use spoons, tongs or other suitable implements
- Tie hair back
- Keep food that is waiting to be cooked separate from food that is ready to be eaten.
- Use separate chopping boards for preparing different foods, especially raw and ready-to-eat food.
- Prepare food on a suitable surface, e.g. chopping board, cup, saucepan and not on the ground.
- Ensure food is cooked thoroughly before serving
- Food should be cooked right through and piping hot in the middle
- Not reheat food more than once
- Keep utensils clean and regularly wash tea towels and cloths
- Store food in clean plastic containers with non-leaking lids
- Take all rubbish and food scraps away (or put them to the worm compost) at the end of the session to avoid attracting vermin to the site.

12. COSHH

COSHH is the law that requires employers to control substances that are hazardous to health and includes nano-materials. Prevent or reduce workers' exposure to hazardous substances by: finding out what the health hazards are; deciding how to

prevent harm to health (risk assessment). For example kitchen cleaning equipment, paints and at KFS we avoid using oil based paints and only use water based paints.

13. Fire Lighting

Training has been provided to the KFS staff regarding the correct way to construct and light a fire

Safety and Responsibility

- A Fire Blanket, bucket of water and Burns kit are sited close to the campfire.
- Only adults are permitted to light fires, unless children are under the direct supervision of the trained facilitator.
- Fires are lit using natural tinders
- No flammable liquids are to be used to accelerate fires
- No plastics are to be burnt
- If sessions involve children adding fuel to the fire, this must be done with one to one adult supervision
- Sticks/wood must be placed, not thrown, from the side of the fire.
- A hand should never go near the fire

Extinguishing

Whenever possible, all fuels should be burnt off to ash
The KFS Leader should ensure that any large remains of wood, especially when using logs, are separated from one another
At the end of the session, the fire must be doused down with water using a watering can and rose and stirred until all smoke and steam has ceased
Large build ups of potash, from several fires, needs to be dispersed. This must only be done when it has totally cooled, preferably the following day. It should be finely scattered through the woodland to enable natural decomposition.

14. Manual Handling / Tools

Tools are used with adult supervision only.
The Quartermaster coordinator is responsible for overseeing safe use and maintenance of all tools.

Sharp tools, such as knives and axes,are kept in the locked Shed. The KFS leader is responsible for access to the shed and supervision of their child whilst retrieving tools from the shed. It is noted on the blackboard what tools have been removed and when they are returned.
The Coordinator has the responsibility of checking that all tools have been returned to the tool shed by 2pm daily
The KE leader ensures all PPE is used when necessary eg gloves or goggles.
Activity Risk Assessments are completed for all activities involving the use of tools.
Tool specific information sheets can be found in the KFS Risk Assessment File.

Facilitators are given Manual Handling training. The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or an animal, or inanimate, such as a box or a trolley.
https://www.hse.gov.uk/pubns/indg143.pdf

- Consider the risks from manual handling to the health and safety of children and facilitators
- Consult and involve the people involved
- Avoid the need for hazardous manual handling
- Assess the risk of injury
- Reduce the risk of injury so far as is reasonably practicable.

15. Welfare including clothing, PPE, toileting

Clothing policy -

We advise every season on appropriate clothing. For their own comfort children are encouraged to provide their own extra layers in winter. No person will be permitted to come to Forest School without appropriate clothing that will protect them from extremes of heat or cold, keep them covered to reduce the likelihood of cuts and scrapes, that fits appropriately for comfort. Children and parents are encouraged to think about the usefulness of their clothing for outdoor activities, and to be aware they are likely to take some of our mud home with them after a session. In the forest it can often be cooler than expected under the shade of the trees.

Clothing list:

Waterproof trousers.
Waterproof coat, with a hood.·
Long sleeved top·
Full length trousers
Warm boots (wellies can be very cold during the winter)·
Warm Socks, and a spare pair·
Gloves and
Woolly hat –
Sun hat: that fits well to ensure good visibility–sunny weather
KFS has items of spare clothing (waterproof coats, socks) in the shed.

Welfare - Toilet Policy

All children ask permission/inform their adult when they need the toilet, and are usually accompanied. If children are able they will escort themselves to the toilet with an adult watching from a distance. If an adult needs to escort a child the KFS leader will be informed.
If in the rare occasion a child should have a toileting accident on site, then the adult and child will advise the KFS Leader who will advise on action.

PPE

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. Typically at KFS this includes Fire Gloves, Gloves for sawing or wood working.

16. Daily Operating Procedure

Before the session

Daily Site Risk Assessment
Coordinator to brief on the plan of the day based on what the tribe determined the previous week.
Equipment needed is prepared.

Activity Risk Assessment forms are available for generic activities, new forms can be completed as and when new activities occur .
All facilitators will be informed of a particular session before it starts.
Set up base camp with fire, hot drink etc.
Briefing held

Arrival, Transport & Handover Protocol

Kinda Education's duty of care commences upon formal handover by the transport provider/school/parent at the designated site entrance.
Transport providers (taxis/school minibuses) must confirm handover directly with a Kinda Education Coordinator.
Non-arrival without prior notification from the school/referrer is reported within 30 minutes of scheduled session start time.

During the session

A headcount will be undertaken on arrival at Forest School and whenever the group is brought back together.
A register taken at the beginning of each day.
Schools referrers notified of attendance/ non attendance within 15 min of arrival
Risks will be continually assessed and appropriate action taken to reduce or remove and risks found

After the session

A headcount will be undertaken at the end of the session
If the Tool Bag and/or Tool Box has been taken away from the main tool area during the session, the contents will be checked by the coordinator to ensure that no items are missing before it is returned.
A session evaluation will be completed in circle, along with any observational records that will be useful for the TBI's
Any TBI's and My concern incidents or accident reports written and a de-brief held

Review Log

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