



# Within the Wood

## Health and Safety Policy

This is the statement of general policy and arrangements for Within the Wood. Overall responsibility for health and safety is that of the Directors (Joseph Drury and Imogen Gavins). Day to day responsibility for ensuring this policy is put into practice is delegated to Imogen Gavins, Within the Wood Managing Director. This Health and Safety policy applies to all staff (including subcontractors and volunteers) working for Within the Wood. When work is contracted by another organisation e.g. a school or community group they are referred to in this document as the Partner. Any activity or session will be halted if the safety of individuals or the whole group is threatened.

### Training and briefing

The Director and Business Administrator will ensure:

- Staff maintain an up-to-date awareness of health and safety procedures through training and other professional development opportunities.
- Staff are aware of the health and safety policy and actions required to reduce risk to acceptable levels on each project.
- Staff are engaged and consulted on day-to-day health and safety conditions and are able to raise concerns, influence decisions and implement changes to practice where required.
- A line of responsibility. If health and safety concerns are not met within projects staff can contact the Director Joseph Drury.
- Health and safety is reviewed within organisation meetings as an item on the agenda.

### Risk assessment

The lead member of staff on each session will:

- Ensure there is a Site assessment and Activity risk assessment that covers the site they intend to use and activities they intend to undertake.
- Discuss the risk assessment with co-workers in the briefing including weather and site conditions and potential risks arising from the individuals taking part.
- Review risk assessments during sessions, making and implementing changes to practice based on new information or experiences, as appropriate.
- Record incidents and near misses on the First Aid report form and discuss incidents in a debrief session.
- Return Report forms to Within the Wood promptly



## Safety signs for target sports

- Safety signs are erected on site to notify individuals that target sports happen in that area to reduce risk of injury.

## Insurance

- Self employed members of staff /subcontractors must have their own public liability insurance to £5 million. Within the Wood will ask to see proof of insurance and make a record of it in staff files.

## Parental consent

- Within the Wood will obtain consent from parents of children taking part in outdoor projects. (On contracted projects this will be the responsibility of the Partner).
- Practitioners will carry with them on the project contact details of the parents or guardians of participants on the programme and relevant information relating to the medical and welfare needs of participants. (On contracted projects this will be the responsibility of the Partner).

## First aid

The lead member of staff on each project will:

- Be appropriately qualified in first aid i.e. minimum of 6 hour course for staff running sessions in accessible locations, minimum 16 hours for staff running sessions in remote locations e.g. woodland. Within the Wood will ask to see evidence of first aid qualifications and keep a record of them in staff files.
- Maintain their knowledge of first aid procedures and renew their first aid certificate at least every 3 years.
- Act within the first aid training given.
- Always carry a first aid kit on a project and make sure other staff on the project are aware where it is located.
- When supplies from the first aid kit are used, will replace them before supply is depleted.
- Ensure there is a written record of all incidents requiring first aid.

## Accidents and Near Misses

**The lead member of staff on each project will:**

- Report accidents in an accident book.
- Record incidents and near misses to give to Joseph Drury.
- Inform parents if their child has suffered a bump to the head via a head bump letter. (If a head bump has caused unconsciousness or shows signs of confusion, dizziness,



drowsiness or sickness or other unusual symptoms, the lead member of staff will call an ambulance immediately).

- In case of serious accidents (i.e., if it is necessary to call an ambulance), contact the parent or named emergency contact immediately.
- Injuries, either to staff, participants, or members of the public, that require hospital treatment must be reported to Within the Wood who, in certain circumstances, will report to the Health and Safety Executive via the RIDDOR reportable injury procedure.
- Ensure parents are informed of non-serious accidents i.e., those not requiring emergency treatment at the end of the session, (via the Partner if applicable.)

On contracted projects, where other lead adults with responsibility for the children are present e.g. teachers in schools, informing parents will be the responsibility of the Partner.

Within the Wood will analyse accidents and incidents figures on a quarterly basis and analyse in detail on an annual basis as part of a review and update of risk assessments and policies.

### Emergency procedures

The lead member of staff will:

- Carry a charged mobile phone (or have knowledge of nearest phone if there is no phone signal) and have the address (postcode or map reference) for the nearest point of access for emergency services vehicles.
- Know the procedures to deal with a missing child or an emergency evacuation and take charge of the situation (see Emergency Procedures for Missing Persons, First Aid Incidents and Evacuation).

### Personal Protective Equipment and Clothing

The lead member of staff on each project will:

- Ensure all participants and staff are appropriately dressed to enable them to take part in the project.
- Carry and use personal protective equipment and ensure it is available and used by participants where required, for example gloves for tool work or fire gloves for cooking.

### Cleanliness and hygiene

The lead member of staff on each project will:

- Advise participants on hygiene procedure to minimise risk of infections, particularly around cooking & eating and toilet arrangements.
- Will carry handwashing equipment and antiseptic gel for use when necessary.



- Adhere to government guidelines in respect of any public health situations.

### Sickness and illness

- Staff will ensure to follow food hygiene training guidelines when preparing meals to reduce the spread of infections.
- Toilets will be cleaned on a daily basis by staff and if necessary, throughout the day.
- Any staff or children with symptoms of infectious diseases should stay away from the setting for the recommended length of time (see [‘Managing specific infectious diseases: A to Z’](#)). Individuals that have a slight respiratory illnesses (runny nose, sore throat, slight cough) but are otherwise well can continue to come to the setting. Any individual with sickness or diarrhoea should stay away from the setting for 48 hours.

### Pre-existing medical conditions, illnesses and additional needs

The ability of participants with pre-existing medical conditions, illnesses and additional needs to take part in sessions needs to be assessed in advance and arrangements made where possible to accommodate their needs.

Within the Wood will:

- Ask that parents supply clear written instructions on the consent form for any medications that may need to be administered.
- Ask group leaders from the partner organisation if there are participants with medical needs you need to be aware of, to include allergies.
- Ensure that participants needing medications such as asthma inhalers, EpiPens etc bring such items with them to the project and are aware of where it is stored. Failure to bring a necessary item will mean that they cannot attend the project.
- In normal circumstances if a participant needs medication the participant must supply it and administer it themselves. Within the Wood staff will observe the administration, record it and report back to parents that the participant has administered it.
- Staff do not normally administer medicine except in certain circumstances such as when a participant is too young to administer it themselves or when they are incapable of doing so because of the severity of the condition (e.g. acute asthma attack, anaphylactic shock).
- On contracted projects where the Partner organisation has responsibility for the participant, administration of medicines is the responsibility of the Partner.
- Occasionally a participant may develop a short-term illness or sustain an injury prior to a session, and this may not have been noted at booking stage. In these circumstances staff to consult with participant or parents to decide the best course of action, e.g., remaining at home or coming to session.




- If a participant has had sickness or diarrhoea, they should remain out of contact with other people for 48 hours.
- If a participant shows symptoms of Covid-19 or if they or anyone in their household has tested positive for the disease, they will not be able to attend any of our sessions until their period of self-isolation is complete.
- If a participant has had concussion, they should not attend forest school for at least 2 weeks after the event.
- If a parent or participant highlights a medical condition at the start of a session, practitioners should discuss any appropriate course of action.
- Practitioners have the right to refuse to take a participant if they believe that they are unable to look after the participant appropriately due to the nature of the illness or injury.
- Practitioners should monitor participants with short term illness or injury and inform parents if it worsens during the session. Parents may be required to collect children.

We will make every effort to safeguard the health and safety of those participants who may be more at risk than their peers due to existing medical conditions or additional needs by:

- Gathering information about pre-existing medical conditions and additional needs via the consent form.
- Monitoring those with pre-existing medical conditions and additional needs and acting accordingly, e.g. keeping a close eye on a child with autism who may not understand the boundaries, ensuring appropriate levels of excursion for an individual with a heart condition, ensuring someone with diabetes who states that they are feeling unwell is not be left on their own.

See also

- **Fire Safety Policy and Procedure**
- **Use of Tools Policy**
- **Emergency Procedure for Missing Persons, First Aid Incidents and Evacuation**
- **Behaviour Policy and Procedure**

Signed: 

Date: 18/05/24

This policy will be reviewed in May 2025