

# LITTLEBOURNE CE PRIMARY SCHOOL



## Forest School Health and Safety Policy

### Key Contact Personnel in School:

**Headteacher:** Simon Hillier

**Chair of Governors:** Simon Rudland

**Forest School Leader:** Robert Kennett

**Date written:** June 2025

**Date agreed and ratified by governing body:**  
June 2025

**Date of next review:** June 2026

This policy will be reviewed at least annually.

### **Statement of intent:**

- Ensure that the Forest School site has safe access and egress for all staff, pupils and visitors.
- Provide adequate facilities and arrangements for welfare.
- Ensure that the Forest school site is well maintained and safe for all to access.
- Provide safe systems of work without risks to health.
- Ensure safe use, handling, storage and transport of articles, including tools.
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

### **Forest School Leaders Responsibilities**

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances.
- To ensure all supporting adults have read the handbook, including ALL risk benefits assessments, and are aware of the risks when using the forest school site.
- To undertake risk assessments, record significant findings and review annually, or before if there is a change in circumstances. This includes visual risk assessments of the site before each forest school session.
- To ensure that emergency evacuation procedures are in place and tested with each new group of participants.
- To ensure that adequate first aid provision is available and kept up to date.
- To report any health and safety issues to the senior leadership team / governors on a regular basis.

## **Accident and Emergency / Serious Incident Reporting**

### **Mission Statement**

At Forest School we provide a happy, safe environment for playing, learning and working, where we encourage each other to do our best to achieve our goals!

### **Before a forest school session**

Before each and every session all participants and supporting adults will be given a full and comprehensive safety briefing. This will include, but is not limited to, areas where there is no access, boundary points, first aid, emergency procedures, vegetation that is harmful. Any experiences or activities offered will require a separate and more specific safety briefing.

### **Procedure for Accident and Emergency Response**

In the event of a serious incident or the need to alert the emergency services this procedure will be followed:

*A whistle will be sounded to signal that all participants need to return to the fire circle.*

*If a participant or supporting adult is injured, the Forest School Leader will phone the emergency services whilst staying with the casualty(ies). Additional supporting adults will phone the main office at Littlebourne CEP School to inform them that emergency vehicles are on the way and will need access through main gate in the car park and to request the support of additional adults if necessary. The school office will contact the parent/carer of the casualty to inform them that there has been an incident.*

*School will send more adults to site to collect the rest of the Forest School participants and return to them to the school building*

*Forest School Leader will wait with the casualty(ies) until emergency services have arrived and accompany them to the hospital if necessary.*

*Staff from school will secure the Forest School site, ensuring all equipment is safely stored. Depending on the severity of the incident and who has witnessed it, the parents/carers of other Forest School participants may need to be informed.*

*On return to main school office, Forest School will complete a full and comprehensive account of the injury or incident.*

*Main school office will liaise with Kent County Council over the incident, if appropriate.*

*Forest school leaders, senior leadership team and governors will be called to review and amend policies and procedures if appropriate.*

*In minor cases, the Forest School Leader will arrange for the school office to contact the injured person's emergency contact so that they can be collected and taken to the hospital, doctor or home, as appropriate.*

### **Emergency Contact Numbers**

Emergency Services: **999**

School Office: **01227 721671**

**Requesting attendance by Emergency Services**

Dial 999 and ask for relevant service(s). Be ready with the following information:

School Phone Number **01227 721671**

School Post Code **CT3 1XS**

Emergency Access:

Littlebourne Church of England Primary School  
Church Road  
Littlebourne  
Canterbury  
Kent  
CT3 1XS

Grid Reference for Littlebourne Forest School: TR 20897 57641

Grid Reference for Littlebourne CEP School: TR 20954 57774

What Three Words: harps.quicksand.shoebox

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**

## **Food Hygiene (Cooking at Forest School)**

### **Mission Statement**

At Forest School we provide a happy, safe environment for playing, learning and working, where we encourage each other to do our best to achieve our goals!

**Littlebourne Forest School maintains high food hygiene standards in relation to the purchase, storage, preparation and serving of food.**

**All Forest School Leaders (Level 3) will have an appropriate food hygiene certificate.**

### **Before a session involving cooking**

Before any cooking session takes place all participants will have a full and comprehensive safety briefing detailing the importance of food hygiene, with relevance to which food experience is being offered.

### **Procedure for storing, preparing and using food in forest school**

*A full Risk Benefit Assessment will be completed for any activity involving the preparing and/or consuming of food items. This will include attention to the purchase, storage, preparation and serving of any food items to prevent growth of bacteria and food contamination.*

*Cooking on the campfire will **only** be undertaken by a member of staff in possession of a Level 3 Forest School Association approved Forest School Leader qualification. This person must also hold a food hygiene certificate.*

*Food/ingredients will be stored at correct temperatures prior to the session and checked to ensure they are in-date and not subject to contamination by pests, mould etc. A cool box will be used to transport and store any ingredients requiring refrigeration prior to use at the Forest School site. All such ingredients must be used within 2 hours.*

*All utensils, crockery etc. will be checked to ensure they are clean before use.*

*Waste food will be disposed of promptly and taken back to the school site.*

*When food items are to be consumed during a Forest School session all children will clean their hands with antibacterial gel.*

*All medical records must be checked to ensure that no food item or ingredient is given to a child or adult with an allergy to it.*

*Cooked food will not be re-heated.*

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**

## **Control of Substances Hazardous to Health (COSHH)**

### **Mission Statement**

At Forest School we provide a happy, safe environment for playing, learning and working, where we encourage each other to do our best to achieve our goals!

### **Safe Handling and Use of Substances**

At Littlebourne Forest school we will comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Substances taken into the forest school will be kept to a minimum, in keeping with the ecological impact report.

### **Procedure for misuse of substances hazardous to health**

*The Forest School Leaders are responsible for identifying all substances entering for forest schools site which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.*

*The Forest School Leaders will be responsible for undertaking COSHH assessments.*

*The Forest School Leaders will be responsible for ensuring that all relevant adults are informed about the COSHH assessments.*

*The Forest School Leaders will be responsible for checking that all new substances can be used safely before they are purchased.*

*COSHH assessments will be reviewed on an annual basis*

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**

## **Extreme Weather**

### **Mission Statement**

At Forest School we provide a happy, safe environment for playing, learning and working, where we encourage each other to do our best to achieve our goals!

### **Statement of intent**

Littlebourne Forest School is accessible to participants throughout all seasons and weather. In the event of extreme weather, at the discretion of the Forest School Leader, forest school can be cancelled. In the event of cancellation of a forest school session, children will be returned to the school where they will resume class learning.

### **Procedure for Extreme Weather**

Forest school leaders will assess all weather before the beginning of each session. This will include a visit to the site.

Weather assessment will include, but is not limited to:

- Wind speed (Beaufort Scale)
- Wind chill chart
- Local weather reports

If weather is deemed to be extreme, forest school will be cancelled.

Forest School will be cancelled in all cases where an electrical storm is present.

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**

# Fire Policy

## Mission Statement

At Forest School we provide a happy, safe environment for playing, learning and working, where we encourage each other to do our best to achieve our goals!

*As part of the Forest school experience it is desirable to have an open fire at times to allow the children to enhance their learning and development with some risk management activities. Encounters with risk help children to manage their coping strategies and discover and explore the world through real experiences.*

## Location

- Only the designated site will be used for a campfire.
- This site will be away from low hanging branches.
- Campfires are to only be used when there is a fireproof surface, and fireproof (granite) surround to reduce the possibility of fire spreading through the woodland or through the roots.
- The location of the campfire will be risk assessed.
- A fire is never to be left unattended and it must always be manned by a qualified Forest School Leader.

## Positioning of Children and Adults

- Fire areas are surrounded by seating logs at least 2 metres from the fire pit. Exit paths are available at each corner.
- When the campfire is in use, children are not permitted to access the area immediately surrounding the fire.
- Children will be taught how to change seats by standing, stepping backwards over the log they're sitting on and then walking around the outside of the seating area. **They must never cross the inner area.**
- Children must walk around the outside of the seating logs and step over to sit down at all times. - A fire will not be lit with a group until all children have demonstrated that they can do this at all times.
- Once seated around the campfire, the children must remain seated until directed by an adult to move.
- Children are not permitted to throw anything onto the fire.
- Advice on the appropriate way for dealing with smoke will be given to the children.
- If there is a clear wind direction, seating in the line of smoke is to be avoided.

## Fire Lighting

- Campfires will only be lit by a qualified Level 3 Forest School Leader.
- No other adults have permission to light a campfire.
- Fire will not be lit in high winds.
- Fires being lit during a session is at the discretion of the Forest School Leader(s)

## Fire Lighting Experiences

### Kelly Kettles

Kelly Kettles are an important way of teaching participants to light and control a fire on a small scale. Participants are only allowed to use and light Kelly Kettles with a qualified Forest School Leader.

### Kelly Kettle Safety

- A safety briefing will be given by a qualified level 3 Forest School Leader.
- Never stand at the front of the Kelly Kettle

- Always feed fuel from the side
- Remain in the respect position when tending to the fire.
- Handle to be used at 90 degrees to the kettle and kettle lifted straight up to reduce risk of forest fire.
- Kettle to be carried with the spout pointing away from the body.
- Fire to always be extinguished at the end of a session.

### **Safety and Responsibility**

- A fire blanket and heat resistant gloves must be present at all times.
- Enough water must be present, by the fire, to fully extinguish it.
- A burns kit will be in the first aid kit.
- Only qualified leaders are permitted to light campfires
- Fires are lit using a fire steel to natural tinder. Cotton wool and tinder nests may be used in extremely wet conditions.
- No flammable liquids are to be used to light or accelerate fires.
- No plastics are to be burnt.
- Sticks/wood must be placed, not thrown, from the side of the fire. Hands should never go over the fire.

### **Extinguishing**

- All fires must be extinguished at the end of a session.
- Whenever possible, all fuels should be burnt off to ash.
- The Forest School Leaders should ensure that any large wood remains, especially when using logs, are separated from one another.
- At the end of the session, the fire must be doused down with water and observed until all smoke and steam has ceased.

In the event of a fire being out of control or a serious incident occurring refer to Accident and Emergency procedure.

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**

## **First Aid Policy**

### **Statement of Intent**

This school is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills, the Education Service Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and students and visitors. As a result, this Statement has been drawn up to give details of the first aid arrangements which have been made in the school. They relate to first aid administered on the school premises only.

### **Principles and Practice of First Aid**

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

### **The duties of the trained and qualified first aiders are:**

- To assess the situation where there is an injured or ill person or persons.
- To give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention. In this scenario, first aiders will use a triage system to decide the order of treatment.
- According to the seriousness of the injury parents may need to be advised – refer the request to the school office team.
- To arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The first aiders responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help
- Ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits, that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets
- Taking responsibility for the first aid area and its contents
- To complete an accident form to be sent home with the child with as much detail as possible regarding the accident and any treatment given. An accident form will also be completed and stored in the office.

### **Appointed Persons**

The following appointed persons should be contacted to give assistance by:

- a) telephoning for an ambulance and
- b) contacting the parents to inform them of an injury

The names of the Appointed Persons are:

Mr Robert Kennett - Level 3 Forest School Leader

Mr Simon Hillier- Headteacher

Mrs Gillian Waite- Office administrator.

### **First Aid Box and other Supplementary Equipment**

The location of first aid box will be in the main camp area. First aid kit will be in a clearly defined bag/box

First Aid provision must be available at all times while people are on the forest school site. Any child who requires emergency medicine that is held in school (e.g.an EpiPen) must be supervised at forest school by a member of staff trained in administering the specific medicine/drugs.

**Contact with the Ambulance Service**, the nearest doctor and the nearest hospital.

### **The Ambulance Service.**

If an ambulance is required:

Dial 999 tell the operator that you want the Ambulance Service. Provide as much information regarding situation as possible. Provide emergency access information according to procedure for accident and emergency/serious incident.

### **Procedure for First Aid**

1. All sick and injured students to be dealt with in the first aid area (unless they are unable to be moved)
2. Parents of sick and injured students to be notified by the school before the student is sent off site (if necessary).
3. Office staff to be notified of all students to be sent off site. Record to be kept in the Office.
4. All treatments of accidents, or when first aid is administered to be recorded on an accident form.
5. Each First Aider is responsible for reporting any accidents that they deal with.
6. Staff/pupil accidents not requiring immediate treatment should be recorded on an accident form in the first aid area.
7. Materials stored in first aid boxes are for the sole use of First Aiders.
8. First Aiders are responsible for keeping First Aid boxes replenished.
9. All staff should take precautions to avoid infection and must follow basic hygiene procedures. Disposable gloves should be worn and care must be taken when dealing with blood or bodily fluids.
10. First Aiders must record any treatment this includes:

- Date, time and place of incident
- The name and class of the injured person
- Details of the injury and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident.

In the event that specific medication is required to be administered this will only be done by following the individual care plan for the child. This medication can only be administered by a trained member of staff. This training is in addition to basic first aid training and there will also be one member of staff at the site who can administer this specific medication.

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**

## **Insurances**

Littlebourne Forest School will be covered by the same insurance as Littlebourne CEP School. Any changes made to the insurance cover relevant to Littlebourne Forest School will be communicated to the Forest School Leaders. All forest school experiences will be offered within the regulations stated in the insurance.

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**

## **Manual Handling**

### **Mission Statement**

At Forest School we provide a happy, safe environment for playing, learning and working, where we encourage each other to do our best to achieve our goals!

At forest school there are experiences which will involve moving or lifting heavy objects. Littlebourne Forest School recognises how easily it is to injure yourself when moving objects of this nature.

### **Procedures**

- Forest school leaders will demonstrate and use appropriate and safe techniques. This includes the bending of knees and keeping and straight back when lifting objects.
- Children will be advised of this rhyme when carrying branches. "If it's taller than you, it takes two. If it's taller than me (FSL) it takes three"
- All participants will be encouraged to think about special awareness when moving or carrying objects.
- Any members of staff who may be pregnant are advised not to lift heavy items at any time.

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**

## **Risk Management**

### **Mission Statement**

At Forest School we provide a happy, safe environment for playing, learning and working, where we encourage each other to do our best to achieve our goals!

### **Statement of Intent**

All aspects of a forest school experience carry risks. At Littlebourne Forest School **all** experiences will have been assessed through a risk benefit assessment to ensure the children are kept safe during each and every session.

In addition to this Forest School Leaders will complete:

- A full and comprehensive visual risk assessment will be conducted each and every time the site is accessed by Littlebourne Forest School.
- Risk Benefit Assessments for all experiences will be completed by a Level 3 Forest School Leader.

All risk benefit assessments will be reviewed annually or before, if an incident arises.

All forest school participants and parents/carers must understand that risks can be minimised, but they cannot be eliminated altogether, and health and safety concerns need to be balanced against the potential benefits of any activity.

Children, young people and adults will suffer the occasional bumps, cuts and bruises which are a part of everyday life. Forest school leaders will ensure that everyone is as safe as they can be, whilst enjoying all the physical and intellectual challenges of Forest School!

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**

## **Tools and Equipment**

### **Mission Statement**

At Forest School we provide a happy, safe environment for playing, learning and working, where we encourage each other to do our best to achieve our goals!

### **Tools used at Littlebourne Forest School**

Using tools is a key part of forest school and offers experiences that participants may not get through other educational channels.

Tools will only be used with participants in accordance with the risk benefit assessments and when the participant has shown a competent level of understanding regarding specific tools. This includes showing a competent level of listening skills.

Littlebourne Forest School will offer experiences using these tools:

- Hand drills
- Gardening tools
- Knives / carving tools
- Mallet
- Junior Hacksaw
- Bow saw
- Loppers / secateurs

### **Transportation of tools**

All Littlebourne Forest School tools will be kept in a locked container on the school site. Within this container all bladed tools will be kept in a lockable metal box and it is the responsibility of the forest school leader to ensure this box is kept locked at all times.

When transporting the tools to the forest school site all bladed tools will remain in the locked metal box until the time of use.

The key to the lockable box will be on the person of the forest school leader and not left with the box.

**All tools will be transported in accordance with the Criminal Justice Act 1988 and the Prevention of Crime Act 1953.**

### **Maintenance of tools**

Use of tools is a key experience within forest school and it is the responsibility of the forest school leaders to ensure all tools are maintained to the correct standard of use.

Forest School Leaders will:

- Visually check all tools before and after a session where they are being used.
- Ensure the maintenance logs travel with the tools.
- Ensure all maintenance of tools is recorded in the correct log.
- Mark any unusable tools with red tape and record this in the log book.
- Sharpen any used tools using the correct methods.

## Use and safety of tools

**Before any tools are used a safety briefing will be given to all participants. Participants have to show secure listening skills and have a full understanding of the safety precautions when using any tool. Only when this has been demonstrated will the participant be involved in experiences using tools.**

**All tool instruction will only be given by a qualified Level 3 Forest School Leader.**

Forest School Leaders will:

- Give a full safety briefing before each session.
- Explain and maintain a '*blood bubble*' between participants.
- Ensure tools are never left unattended.
- Count out tools.
- Count tools back in.
- Ensure unused tools are sheathed at all times.
- Ensure tools are being used in the designated places.
- Only use tools in appropriate weather. For example bladed tools will not be used in extreme cold weather.

Participants will:

- Follow the instructions given by the forest school leader.
- Understand the importance of remain safe at all time when using tools.
- Understand the '*blood bubble*' and use this principle at all times.
- Never leave a tool unattended.
- Keep any bladed tool sheathed when not in use.
- Never use more than one tool at a time.
- Always return tools to the designated place.
- Never work with tools in an undesignated place.

## **Safety Briefing**

Before any tool session a safety briefing will be giving. This will include, but is not exclusive to:

- Participants need to have a safe working distance of 2 arm's length away from each other. This is referred to as the '*blood bubble*'.
- All cuts are away from the body. Never cut towards yourself or have any part of the skin in front of the travel of the blade.
- Cut down to a hard surface such as a chopping block.
- To only work with one tool at a time.
- All tools not being used need to be sheathed and returned to the tool area.
- Tools are never stored in the ground.
- Tools are only used in the tool area.
- Gloves are only used on the non tool hand for sawing as protection for if the saw jumps.
- Always stand with the work to the side so if the bladed tool slips, it is not in the travel path of the body.
- When using tools this must be the main focus of concentration with no distractions from anyone or anything.
- Never use a bladed tool on a leg due to a cut to the femoral artery being potentially fatal if cut through.

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**

## **Transport**

### **Mission Statement**

At Forest School we provide a happy, safe environment for playing, learning and working, where we encourage each other to do our best to achieve our goals!

### **Procedure for Walking to Forest School Site**

All participants, staff and adults will be walking to the forest school site from the main school building.

Forest School Leaders will:

- Head count all participants before leaving the school building.
- Head count all participants on entering the forest school site.
- Head count all participants on leaving the forest school site.
- Head count all participants on entering the school building.
- Hand over participants to adults in class.

For the safe transportation of all tools please refer to the *Tools and Equipment* section of this policy.

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**

## **Welfare**

### **Mission Statement**

At Forest School we provide a happy, safe environment for playing, learning and working, where we encourage each other to do our best to achieve our goals!

### **Clothing**

All participants must be wearing the correct clothing and footwear before admission onto the site is given. The Forest School Leader can refuse to take to a participant to the session if they are dressed inappropriately. Littlebourne Primary School will begin to create a bank of suitable clothes to ensure that, where possible, all children have access to this provision even when they do not have appropriate clothing.

Examples of suitable clothing for a forest school session in autumn and winter:

- Waterproof boots or wellingtons
- Long trousers
- Long sleeved tops and jumpers
- Layers of clothes for warmth
- Hat
- Gloves
- Scarf
- Fleece
- Waterproof coat
- Waterproof trousers
- Thick socks

Examples of suitable clothing for a forest school session in spring and summer:

- Long light trousers
- Long sleeved light top
- Light waterproof coat
- Waterproof trousers
- Socks
- Trainers or study shoes (with laces done up)
- Sunhat

*Participants are also responsible for providing and applying their own suncream. This also includes insect repellent if required.*

### **Toileting**

Children requiring the toilet will return to the main school building.

## **Food and Drink**

All participants will:

- Bring their own drinking water to the site.

All food and drink will kept in accordance with the food and hygiene policy.

## **Emergency Bag**

In addition to a full first aid kit Littlebourne Forest School will also have an emergency bag. This will contain item and information in case of an emergency.

The emergency bag will contain:

- First aid kit
- Blanket
- Water
- Biscuits
- Storm shelter
- Emergency contact numbers for all children, staff and leaders
- Map with grid references for the site, emergency access to the site.
- Emergency whistles (on leaders)
- Mobile Phone
- Specific instructions on how to administer medication for specific children

This bag will have a checklist that must be checked before each forest school session by a Forest School Leader.

In the event of this bag being used any resources must be replaced before the next forest school session and any policies and procedures reviewed if applicable.

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**

### **Staff Ratios, Roles and Responsibilities**

Littlebourne Forest School will:

- Be working with participants aged 4 – 11 years.
- There will be an adult:child ratio of 1:8.
- All sessions will be run by a qualified level 3 forest school leader
- Provide all accompanying staff with safety guidance and identification of working roles in advance of session, plus a copy of this handbook to read (if appropriate).

**Signed:**

**Date:**

**Mr Robert Kennett**

**Forest School Leader**