



**Ivington C of E
Primary and
Pre-school**

*Reaching together with the Fruit of the
Spirit (Galatians 5:22-23)*

**Forest School Health &
Safety Policy**

Approval of the Governing Body

This document is a statement of the aims, principles and strategies for:

Forest School

at

Ivington CE (VA) Primary and Pre-school

It was developed/revised during the:

Autumn Term 2022

It has been agreed and is supported by the teaching staff and the governing body

We aim to review this policy during the:

Autumn Term 2024

Or sooner if necessary



Linking with our Vision – Reaching together with Love, Joy and Peace (Galatians 5:22-23)

To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

The Forest School Ethos:

Forest School is a unique educational experience and process that offers children the opportunity to succeed and develop confidence and self-esteem through hands on learning experiences in a woodland environment.

Children engage in motivating and achievable tasks and activities throughout the year and in almost all weathers, with appropriate footwear and clothing. Children will work with tools, play, learn and begin to understand the boundaries of behaviour, both physical and social. They will grow in confidence, self-esteem and motivation whilst developing an understanding of the natural world.

The Forest School concept originates in Denmark, originally aimed at Pre-school children, where it was found that children who attended forest schools then arrived at school with strong social skills and communication skills, having the ability to work in groups effectively, generally had high self-esteem and confidence in their own abilities. These foundations helped them to raise their academic achievements.

Intent

At Ivington Church of England Primary and Pre- School we aim to enable each child attending Forest School sessions to have the opportunity to develop an inquisitive and positive relationship with the natural world. We aim to increase confidence, self-esteem and respect in order to prepare children for an ever-changing world. We wish to give every child an opportunity to achieve their holistic potential. Children are born inquisitive, and it is our role to nurture this natural curiosity and guide them towards looking at the world and noticing, with awe and wonder, the natural and man-made delights all around us. We want to encourage them to ask 'big questions' about life, religion, nature, science and any other area of fascination.

Our Aims:

- To provide an opportunity for individuals to develop, to learn and to enjoy themselves.
- To provide a safe and non-threatening environment in which children can take risks, make choices and initiate their own learning.
- To help children understand, appreciate and care for the natural environment.
- To provide ways of developing practical life skills in an outdoor environment.
- To develop self-esteem, confidence and a positive disposition to learning through the completion of small, achievable tasks.
- To meet the needs of children with all learning styles
- To develop social and team working skills
- To enable children to be independent, self-motivated and considerate.
- To be true to the Forest School ethos and approach
- To develop a secure, happy and welcoming environment
- To provide stimulation and varied learning activities appropriate to the child's needs and stages of development.
- To help each child build self-esteem, confidence, independence and self-control and interpersonal skills.

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.

Ivington School Forest School Ethos and Principles

Ivington School's Forest School will stay true to the ethos and principles as described by The Forest School Association (FSA). All children will experience Forest School where they will have the opportunity to engage in open ended, practical experiences set in the natural environment. We will provide children with the space and time to develop their confidence, love of learning and their ability to achieve within a friendly, supportive setting.

Accident and Emergency / Serious Incident Reporting

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 toxic and specific briefing relating to the tools or experiences being offered.

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.
- FSL will use the 1,2,3 base camp call to signal that all participants need to come back to the main area.
- If a participant or supporting adult is injured the Forest School leader will phone the emergency services whilst staying with the casualties. The other member of school staff will phone the main office at school to request additional adults on site.
- FSL will wait with the casualties until emergency services have arrived and accompany them to the hospital if necessary.
- Another school staff member will secure site and return to main school where parents/carers will be contacted and liaise with main school office and parents
- FSL will complete a full and comprehensive account of the injury or incident.
- Main school office will liaise with Herefordshire County Council over the incident, if appropriate.
- A full meeting with the FSL, other members of school staff present, 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 to contact the injured party'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: 01568 720216

Requesting attendance by Emergency Services Dial 999 and ask for relevant service(s).

Be ready with the following information:

School Phone Number 01568 720216

School Post Code HR6 0JH

Emergency Access

: Ivington CofE Primary & Pre-school,
Ivington, Leominster,
Herefordshire

Grid Reference:

What 3 words reference – nightlife. estimates. plunge

Food Hygiene (Cooking at Forest School)

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

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 analysis will be completed for any activity involving the preparing and/or consuming of food items. This will be included 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 the FSL who has completed the Level 3 qualification.
- Food/ingredients will be stored at the 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 two hours.
- Unrefrigerated food will be served to children within four hours of preparation
- All utensils, crockery etc. will be checked to ensure that 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 re-reheated
- The FSL to oversee all campfire cooking
- Food will be stored correctly, in cool bags if necessary
- Pupils will have a safety briefing specifically about the storage of food in the natural environment
- If using a storm kettle, follow the procedure outlined in the 'Campfire Siting' document

Control of Substances Hazardous to Health (COSHH)

Safe Handling and Use of Substances

At Ivington 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 or when the work activity changes, whichever is the soonest.

Extreme Weather

Statement of intent

Ivington 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.

Camp Fire Siting, Management and Safety

Policy statement:

A campfire is often at the heart of forest school sessions. It can be used as a shared activity, a meeting place or a means to cook food. Safety is paramount – It is the responsibility of the FSL to look after the fire or to direct another competent adult to look after it with careful instruction given. A campfire will only be lit in the designated spot. If a campfire is going to be lit, then this will be included in the Forest School session briefings along with reminders for care and attention to be taken once the fire is lit. Safety precautions, including water and sand will be placed nearby to enable the fire to be extinguished quickly in case of an accident. There will be set parameters around the fire for pupils and adults to accept and follow. The FSL will only leave the Forest School site once the fire has been extinguished and the ground underneath it is cold to the touch.

Procedures:

Prior to lighting any kind of fire:

- The person managing the fire is suitably trained/qualified
- Emergency procedures document to hand
- Risk benefit assessments to be completed with dynamic risk assessing taking place when any fire is alight
 - The area will be level and deemed suitable for having fires
- Check the suitability of the weather conditions. Fires will not be lit in strong winds/gusts or extremely hot/drought conditions - the FSL will decide if the weather conditions are suitable for having a fire
 - Clear the area free from debris, trip hazards and overhead hazards
- Soil assessment to be carried out to ensure area is not flammable and that fire is sited on non-flammable bed
- The fire pit area is constructed approximately 1m in diameter which means the fire is kept small, manageable and suitable for purpose
- The fire pit seating area is constructed a min distance of 2m away from the fire pit area and is kept free from any potential trip hazards with openings left amongst the seating for easy entrance/exits
 - Seating is constructed around the fire at the safe distance (2m) and everyone is briefed as to the fire circle protocol ie to walk around the outside of the seating area when moving from one side to another.
- Supply of seasoned non-toxic kindling and wood available for the fire, collected from sustainable sources
- The participants who are tending the fire need to ensure their clothing and hair is not loose over the fire
- A bucket of cold water and cloth, fire extinguisher, fire blanket, burns first aid kit to kept near the fire circle
 - Enough water to extinguish the fire fully will be available

Camp Fire Safety Briefing & Fire Management

- All participants will have a safety briefing prior to the fire being lit.

- Fires are lit using a fire steel and tinder card, building the fire in stages - ember, tinder, kindling and fuel
- No flammable liquids to be used to light or accelerate fires
- Walk around the outside of the fire circle seats when moving around
- Long hair to be tied back and all loose clothing to be secured
- No more than 4 people in the fire circle at any one time tending the fire or cooking over the fire
- Only designated nontoxic wood from sustainable sources to be put on the fire by FS Leaders or other responsible person

- When using or tending the fire, the respect position to be used with your back to the wind so any flames are flaming away from you
- Advice given on the appropriate way of dealing with smoke and it is recommended that participants move their position if the smoke is billowing towards them - particularly for those with respiratory problems
- The size of fire is according to the needs ie a small kettle does not need a big fire
- The campfire circle to be kept free of all bags and slip/trip hazards
- The campfire needs to be managed throughout the day so come the end of the day, only a little fuel is left to extinguish
- The campfire needs to be extinguished with cold water slowly and carefully until there is no heat left in the bricks
- Embers need to be fully doused and emptied into a metal bucket with water at least overnight to ensure all embers are fully extinguished

Storm Kettle Safety Briefing

- Storm Kettles to be lit by Forest School Leaders or another trained person
- Only Forest School Leaders to give instructions on lighting and management of Storm Kettles – age and stage appropriate.
- Storm Kettle risk benefit assessment to be completed by Forest School Leader
- Fire safety equipment available with every kettle having a bucket of cold water and cloth to hand
- Level area to be cleared of flammable materials
- Storm Kettle placed on flat stable green wood base with surrounding twig visual boundary
- Selection of non-toxic wood for fire collected from sustainable sources
- Safety zone created around the Storm Kettle with `no go` zone 180 ° in front of spout
 - Always fill the Storm Kettle with water only (not milk, soup etc)
- Never boil the water with the cork/top left in the spout (the cork is used only for cold storage)
- Always position the spout opposite the air hole in the fire tin, and away from you
- Make sure no items of clothing or hair can dangle above the Storm Kettle Chimney
- Always lift the Storm Kettle on and off the fire tin slowly, with the handle at 90 degrees
 - Always feed the twigs into the chimney from the side - never hovering hand/fingers over the top of the chimney
- Do not lean closely over the top of the chimney - you will get burned
- Fires must always be extinguished before leaving the area and embers emptied into a metal bucket
- When carrying kettles with boiling water in, walk slowly with spout facing away from leg
- Cups must always be positioned on a flat surface and never held in the hand when pouring the boiling water from the kettle using the chain to tilt
- Storm Kettles emptied and put away when cold to store somewhere clean and dry with the lid/cork in the spout to minimise chances of insects crawling in!

Safety and Responsibility (Including PPE)

- A fire blanket and heat resistant gloves must be present at all times.
 - Hair must be tied up and any toggles on clothing must be tucked in. 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. The hand should never go over the fire.

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

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
- 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
- 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 a head form when the injury is to any part of the head, this goes home with the pupil
- To add the details to the Accident Report Book every time first aid is administered

Appointed Persons

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

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

The names of the Appointed Persons are:

Miss Rachel Thompson – Ivington CofE Primary & Preschool Office Manager

Miss Rebecca Thompson – Ivington CofE Primary & Preschool Office Assistant

First Aid Box and other Supplementary Equipment

The location of first aid bag 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 trip involving a child who requires emergency medicine that is held in school i.e. an Epi-pen, diabetes, must include a member of staff trained in administering the specific medicine/drugs.

Contact with the Emergency Services;

The Ambulance Service:

If an ambulance is required: Dial 999 tell the operator that you want the Ambulance Service.
Give the phone number of the school 01568 720216.
Wait for the Ambulance Service to answer.
Give the address where help is needed give any other necessary information, HR6 0JH

The nearest doctor:

The nearest doctor to the school is Westfield Walk Surgery,
Telephone number 01568 612229

The nearest hospital:

The nearest hospital to the school is Hereford County Hospital
Telephone number 01432 355444

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.
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 in the accident book.
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 in the accident book 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.

Insurances

Ivington Forest School will be covered by the same insurance as Ivington CofE Primary & Preschool. Any changes made to the insurance cover relevant to Ivington Forest School will be communicated to the Forest School Leaders by the School Office Manager. All forest school experiences will be offered within the regulations stated in the insurance.

Manual Handling

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

PPE Requirements for Collecting and Moving Natural Materials

- Long sleeves and trousers to protect limbs from cuts.
- Closed toe shoes to protect feet in case of dropping natural materials
- Protective gloves if moving or collecting spiky vegetation.
- **Procedures**
- Forest school leaders will demonstrate and use appropriate and safe techniques. This includes the bending of knees and keeping a 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 female participants who may be pregnant are advised not to lift heavy items at any time.

Risk Management

Statement of Intent

All aspects of a forest school experience carry risks. At Ivington 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 Ivington 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.
- The application of common sense with the training of the 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!

Tools and Equipment

Tools used at Ivington 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.

Ivington Forest School will offer experiences using these tools:

- Palm drills
- Peelers
- Gardening tools
- Knives / carving tools
- Mallet
- Junior Hacksaw
- Bow saw
- Loppers / secateurs
- Drills
- Hammers & Nails

Introduction of Tools and Equipment

Tools and equipment will always be introduced to children attending Ivington Forest School on an age and stage appropriate basis.

Despite this, At Ivington Forest School we aim to introduce these specific tools at the following stages (Ratio of FSL:Children in brackets):

EYFS:	Gardening Tools, Peelers	(2:1)
KS1:	Hacksaws, Palm Drills	(1:1)
KS2 (Years 3 and 4):	Bowsaw, Fire Strikers	(1:1)
KS2 (Years 5 and 6):	Knives, Axes, Kelly Kettles	(1:1)

Transportation of tools

All Ivington Forest School tools will be kept in a locked container or cupboard 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 Justices 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.
- Tools are cleaned, dried and oiled.
- 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.

Knives:

- Is the knife bent and is the handle firmly joined to the metal without any wobble? Are there any splits where the blade joins the handle?
- Is the knife sharp? Are there any dents or nicks in the blade?
- Are the protective sheaths damaged?
- Sharpen any used tools using the correct methods. Knives are to be stropped after sharpening.
- Blades on knives are changed if necessary

Maintenance of Ropes/Cords

It is the Forest School Leaders responsibility to ensure all rope and cordage is maintained to a safe, useable standard. This includes:

- Checking rope/cord condition prior to use
- Cleaning and drying rope to maintain its standard.
- Identifying rope that is no longer suitable for use within Forest School.
- Finding suitable storage for all rope and cord to ensure its longevity

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
- Work on a 1:1 basis with participants using tools
- 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 for Tools/ Using Rope or Cord (Including PPE)

Before any tool session a safety briefing will be given. 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.
- No running in areas where rope or cord is use. This includes areas where tarps or hammocks are being put up
- Rope or cord used will have a high visibility.

Transport Procedure for Walking to Forest School Site

All participants, staff and adults will be walking to the forest school site from Ivington CofE Primary & Preschool. The forest school site is located at the far end of the school field so no road walking is applicable.

All participants will:

- Leave the playground via a gate onto the school field.
- Walk across the foot bridge
- Walk in pairs
- Forest School Leaders will:
 - Head count all participants before leaving
 - Inform Office Administrator of which children and adults are leaving the school site.
 - Head count all participants on entering the site
 - Head count all participants on leaving the forest school site
 - Head count all participants on entering the school site
 - Hand over participants to adults in class.
- Brief all participants on the country code and how this is applicable when walking through other people's property.

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

Welfare Clothing (PPE)

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.

Ivington Primary & Preschool will begin to create a bank of suitable clothes to ensure that, where possible, all children have access to this provision as in accordance with the main school equality policy.

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
- Waterproof shoes or boots or trainers
- Sunhat

Participants are also responsible for providing and applying their own sunscreen themselves in line with the usual school practice. This also includes insect repellent if required.

For further guidance please refer to Ivington CofE Primary & Preschool Forest School Handbook.