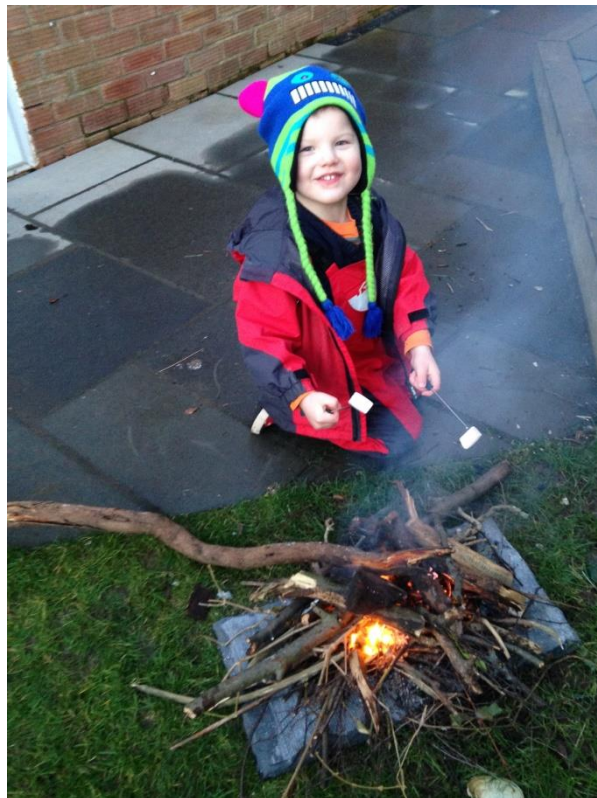




The Green Forest School Handbook



Policies and Procedures
Miss Caroline Wilkes-Green

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Ethos Statement:

At 'Green Forest School', we aim to give children a vehicle and an opportunity to develop life-skills; by first developing their emotional intelligence and self-esteem.

We will expand children's knowledge and understanding of the world around them; give them the skills to fully enjoy and utilise outdoor life; create an awareness of the world around us, by starting to discover what is right on our doorstep; develop responsible citizens to ensure forests are sustainable for future generations; develop an holistic approach to learning;

The key elements in any Forest School session are:

Enjoyment/ fun;

Being Safe;

Using the outdoor environment;

Facilitated learning;

Achievable goals;

Review the learning;

The aims of 'The Green Forest School' are:

To raise children's emotional intelligence and self-esteem;

To recognise how the environment changes throughout the seasons;

To understand that we can enjoy being outdoors, whatever the weather;

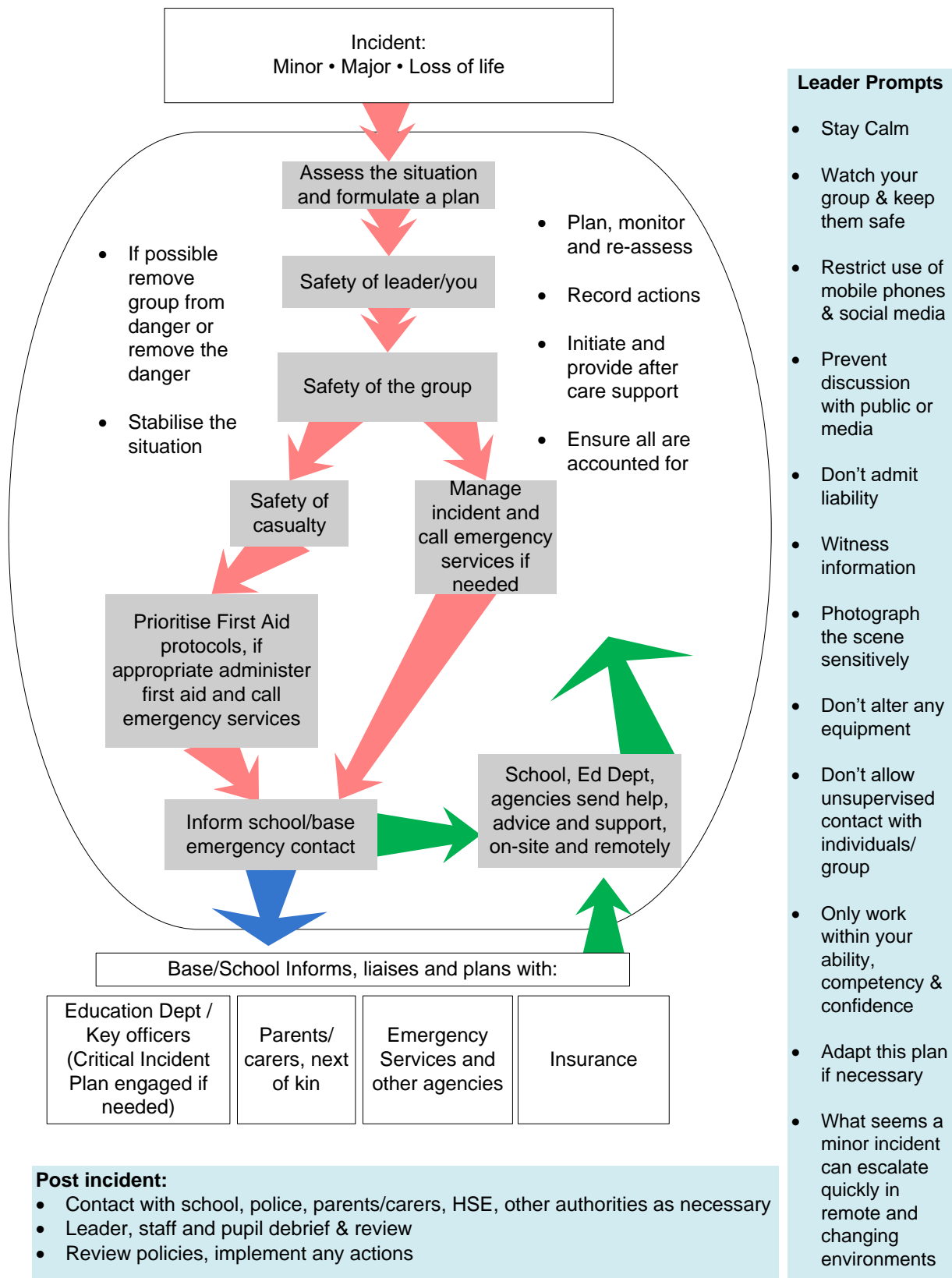
To give students the life-skills to plant, grow and eat produce;

To create a renewable and sustainable environment;

To provide the skills necessary to ensure health and safety, and best practice is applied at all times, especially when using fire and tools;

Plan, do, review;

Accident Procedures: EAP, Incidents and Near Misses;



Reporting Accidents:

Field notes and recording sheet for Incidents

When	Who	What	Where
11.30pm	Joe Bloggs	Fell out of bed, staff took him to downstairs	Room 12
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When notifying your base they need to know:

What happened? Where – location? When – date/time? Who was involved/injured?
Name of all involved? Action taken so far? Agree further actions and contact number/procedure.

Useful numbers:

Base contacts:
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Other Staff:
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Providers:
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Local Emergency Services:
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Other:
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Admissions and Attendance Procedures

The Forest School operates focused sessions of learning. Courses will be advertised on the facebook page.

Registration is required prior to arrival and a medical consent form will need to be completed and handed in.

Places will be confirmed on receipt of payment and registration.

Sessions will run on Saturday mornings 1 ½ hours, Saturday afternoons, for 2 hours at a time and Sunday afternoons for 1 ½ hours. Some sessions will be run on Wednesday, after school time, but these will be limited between Easter - October half-term, due to daylight hours. Additional sessions will be run during school holidays.

Sessions will be organised as age appropriate:

Saturday 11:00-12:30	Saturday 13:00 – 15:00	Sunday 14:00-15:30
Forest Schools Ages 5 - 7 years	Forest Schools Ages 7 - 11 years	Forest Schools Ages 3 -5 years
Wednesday (summer) 15:30 -17:00	Thursday (summer) 15:30 -17:00	
Beach Schools Ages 3 -6 Enjoying beaches	Forest Schools Ages 3 -6 Enjoying outdoors	
<i>It is Green Forest School Policy for parents not to stay as this can impede on group dynamics and the learning.</i>		

Individualised birthday parties can be arranged. Please contact thegreenforestschool@gmail.com giving a description of your timings, age ranges etc.

Administration of Medicine Procedures

Children requiring medicine are to hand the medication to the FS leader at the start of the session, clearly named and labelled with details of the dosage and frequency of the medication required. All medicines are to be returned to the participant at the end of each session. In the case of nut allergies, please ensure that your child brings an epipen to every session.

Behaviour Policy

The Green Forest School has a fully inclusive approach to session delivery. In the event of a participants' behaviour becoming dangerous for that person and/or other participants, it may be deemed unsafe for the child to continue with the activity.

As an independent provider, it is vital important that all children are kept safe and secure during sessions. If it became necessary, in extreme circumstances, it may result in the child not being able to continue at the provision.

Behaviour is often borne out of outside influences. Every effort would be made to get to the underlying issues, before excluding a child from sessions.

Bullying Policy

Bullying will not be tolerated at The Green Forest School. The Ethos of Forest Schools to promote emotional intelligence and raising self-esteem. It is often found that children with low self-esteem can manifest their negative behaviours in the form of bullying.

The activities provided by The Green Forest School will endeavour to raise self-awareness and empathy. These skills will channel energy into the activity, and hopefully eradicate, or at the very least, reduce poor behaviour, turning the energy into something positive.

Child Protection & Safeguarding Policy

'The Children Law (Guernsey and Alderney) 2008 states that everyone working with young people have a duty to work together and share information to ensure that children and young people get the services they require. This is also essential to protect children and young people from suffering harm, abuse or neglect and to prevent them from offending. Further information is available at <http://childrenlaw.gg>.

Schools are required to comply with the Interagency Guidelines on Child Protection. These may be located at <http://www.online-procedures.co.uk/guernsey/>.

The guidelines emphasise that everyone has an important part to play in preventing the abuse of children, and in responding to situations where they think that a child may be suffering, or at risk of suffering from serious harm'.

Therefore if we have concerns about a child or 'believe' that a child has suffered or is likely to suffer serious harm then there is a duty of care to make a referral to the MASH team.

<http://www.education.gg/article/107939/Child-Protection>
<http://www.icpc.gg/article/118046/MASH>

Green Forest School will be adopting the same procedures for reporting any concerns regarding the well-being of children participating in sessions. Any disclosures made, will be reported using the same procedures.

Complaints Procedure

Any complaints regarding The Green Forest School should be made to the session leader. If the resolution is not acceptable, then please send your complaint in writing to:

Miss C R Wilkes-Green,
Roseneath,
Les Petites Mielles,
St Sampson's
Guernsey
GY2 4SA

Complaints will be investigated and a written response will be made within 7 days of receipt of the original letter.

Confidentiality and Access to Information Policy

It is important to respect the privacy of children and their parents/or carers, while ensuring they can access Green Forest Schools activities.

All information will be treated with total confidence, and shared with those people involved with direct care and support for that child.

We will ensure this by:

- Asking parents to disclose any medical or diagnosed conditions on the registration form. This information will be kept for the duration of the sessions, usually 6 weeks.
- Giving parents access to the records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and shared with as few people as possible on a 'need to know' basis. This file will be shredded at the end of the sessions.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making the personnel decisions.
- Any trainee students, on recognised training for qualifications from the College of FE, are advised of the confidentiality policy and required to respect it.
- Parental permission will be sought before individual photographs of the children are taken and used for promotional materials or web-sites.

Data Protection Policy

<https://www.dataci.gg/wp-content/uploads/2015/03/Schools-guidance.pdf>

Information for Parents, Schools and Students

Taking Photographs in Schools

Aim of this guidance:

This Good Practice Guidance is aimed at Education Authorities, parents, pupils and those working within schools, colleges and universities. It gives advice on taking photographs in educational institutions and whether doing so must comply with the Data Protection (Bailiwick of Guernsey) Law, 2001 ("the Law").

Recommended Good Practice:

Where the Law does apply, a common sense approach suggests that if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance.

Photos taken for official school use may be covered by the Law and pupils and students should be advised why they are being taken.

Photos taken purely for personal use are exempt from the Law.

Examples

Personal use:

A parent takes a photograph of their child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the Data Protection Law does not apply.

Official school use:

Photographs of pupils or students are taken for building passes. These images are likely to be stored electronically with other personal data and the terms of the Law will apply.

A small group of pupils are photographed during a science lesson and the photo is to be used in the school prospectus. This will be personal data but will not breach the Law as long as the children and/or their guardians are aware this is happening and the context in which the photo will be used.

Further Information

If you need any more information about this or any other aspect of data protection, please contact us.

Office of the Data Protection Commissioner

Guernsey Information Centre, North Esplanade, St. Peter Port, Guernsey, GY1 2LQ

Tel: 01481 742074 E-mail:enquiries@dataci.org Website: www.dataci.org

Equal Opportunities Policy

At The Green Forest School all persons are treated equally. We aim to provide a secure environment in which children can flourish and in which all contributions are valued. All children will be welcomed regardless of gender, ethnicity or religion. Special consideration will be made regarding food, for sessions where this is part of it.

Employment Opportunities

Sessions at The Green Forest School are led by a Level 3 Forest Schools Practitioner. The FS leader will also hold a valid Outdoor First Aid certificate. They are responsible for organising the planning and running all Forest School sessions.

Training takes place in the UK by a recognised Forest Schools provider. Employees will be trained to a minimum of Level 2 FS Practitioners, but all sessions are led by a FS Level 3 provider.

The Forest School leader has the safety of the children uppermost at all times. The leader will carry out a detailed safety check before each session and comply with health and safety risk assessments.

The leader will ensure that all documentation is relevant and up to date.

The FSP will carry a safety bag at all times. The Forest School leader will keep an accident book and keep parents fully informed of any incidents that may occur during a session, eg, trips, falls, stings, etc.

The leader is responsible for all equipment and will ensure that it is checked before use and returned to the resource area after use.

Designated Person Responsibility for each of 'The Green Forest School' session:

Overall responsibility for the session– Miss Caroline Wilkes-Green FSP Level 3;

Environmental Considerations and Conservation

One of the key principles of Forest School Education is to develop environmental awareness and promote sustainability of woodland areas.

Children and adults are taught about respect and responsibility for the world around them, and encouraged to respect their environment and to be aware of conservation issues of the wild area around them.

The aim is to promote respect for wildlife and encourage habitats to form. There is the opportunity for bat boxes and barn owl boxes to be installed, in the hope of these being habituated before long.

Encouraging children to care for the environment is an essential part of The Green Forest School. In order to encourage the children to look after the site we will always leave it tidy and never deliberately damage anything growing in it. We will mostly only collect things that are on the ground and leave the area as we found it when we leave. The FSP will monitor the site so that it does not become overused and an alternative area will be found and risk assessed if it becomes necessary.

Policy and Procedures for Lighting Fires at The Green Forest School

Before lighting a fire at The Green Forest School, the following should be in place:

Fires are a valuable part of the Forest School experience but will only be lit according to the procedures. Children must have an understanding of fire safety:

Use a clearly defined fire circle;

Sit on a log;

Children not to approach the fire unless invited by the Forest School leader;

The safety bag must contain:

A burns kit;

A first aid kit;

A fire blanket;

We must have:

A bucket of water;

We must wear:

Fire/ heat proof gloves;

When lighting a fire:

- Depending on age groups for the session, either a FS P will light the fire, or, for older aged groups, the FS P will facilitate the lighting of the fire;
- A trained FSP must be in attendance at the fire at all times;
- The group will be responsible for putting out the fire;
- The fire will be contained in a specific fire pit and marked using logs;
- The ground will be cleared of flammable materials;
- Check for low overhanging trees.
- Have a container of water beside the fire to put it out and deal with burns.
- The flames of the fire should never reach higher than the knee.
- While the fire is being lit, the children will be engaged in activities elsewhere.
- The fire will be extinguished before the session ends.

Grievances, Disciplinary, Capability

All staff will be offered training and updates. Sessions will be reviewed and evaluated and any changes required, will be made. In the event of disciplinary procedures, the member of staff will be spoken to initially and, if nothing changes, a more formal capability procedure will be put in place, thereby offering the employee every opportunity to change their practice. If this is found to be to no avail, then dismissal procedures will be made.

Health and Safety / First Aid

The Green Forest School curriculum supports children to develop responsibility for themselves and others in their group. It encourages early risk management strategies that will ensure that young children start to consider the impact of their actions on themselves and on others.

A formal site risk assessment has been carried out and a copy is held in the risk assessment file.

The FSP has an up-to-date certificate in Outdoor First Aid and is in charge of first aid arrangements. All adult volunteers hold valid first aid certificates. A first aid kit is taken on all sessions and can be found in the 'Happy Bag'. In the case of an accident requiring further assistance, an emergency contact form is kept in the FSP risk assessment file and a mobile phone is carried at all times. The FSP will contact the parents.

Healthy Eating

We encourage all our schools to work towards the Guernsey Healthy Schools Award. This is based on the national scheme designed to support and strengthen a school's personal, social and health education (PSHCE) programme.

Involvement in the Scheme promotes health in its widest sense, which includes the emotional and physical well-being of all pupils and staff of the school, as well as the community of which the school forms a part.

The Healthy Schools programme has focus areas; Physical Activity, Healthy Eating, PSHCE and Emotional Health and Well Being and covers issues such as drug education, citizenship, sex and relationships, diet and nutrition and how to tackle bullying. Schools provide evidence of achieving 21 criteria to gain the Level 1 Award and then are encouraged to go on and achieve the UK Enhanced Award.

The aims of the programme are

- To support children and young people in developing healthy behaviours
- To help to raise pupil achievement
- To help to reduce health inequalities and
- To help promote social inclusion

A Healthy School promotes the health and well-being of its pupils and staff through well-planned, taught curriculum in a physical and emotional environment that promotes learning and healthy lifestyle choices.

The scheme is supported by the Education Department's PSHCE Advisor and the Health and Social Services Department's Health Promotion Unit.

<http://www.education.gg/healthyschools>

Hygiene

With food preparation:

All adults are aware of the following when cooking and eating at The Green Forest School:

- Everyone should wipe their hands before handling food and drink.
- All foods are stored in air tight containers.
- Only clean equipment is used.
- Everyone is aware of any special dietary needs of the children who have food allergies and any medication and copies of Care Plans will be in the Happy bag.
- Food will be cooked correctly.
- All equipment and waste is cleared away.
- Waste water will be sieved and disposed of in a designated grey water place.
- At the end of every session all participants should wash their hands.

Play

At The Green Forest School play is essential to being able to facilitate the different styles of learning. There is much focus on imaginative and exploratory play. This gives the participant the opportunity to use objects according to how they believe they should be used, or how they can be used, without rules or boundaries for their story telling or role-play activities.

The importance of play helps break down social boundaries. It gives the opportunity for children to freely play together, in a safe environment, without the academic pressures of schooling. Children can freely develop their fine and gross motor skills whilst being actively engaged in outdoor activities.

Further information on the taxonomy of play can be found within Playwork Level 3 National Occupational Standards 2004.

<http://www.skillsactive.com/standards-quals/playwork>

Special Education Needs (SEN)

'It has been found that those with SEN, such as ADD, ADHD, Autism and Asperger's syndrome, experiencing Forest Schools program in a range of settings, has had a positive impact on behaviour, learning and therefore the ability to build stronger relationships with those in authority, where this may cause stress and anti-social behaviour in a more mainstream setting'.

The Green Forest School welcomes all SEN 'labelled' students. With over 4 years experience teaching in a SEN setting, and a further 10 years experience of teaching in mainstream education, it is clear the holistic benefits that a Forest School environment provides for all children, SEN or otherwise.

If you require any further information regarding the benefits that FS could offer your child, at The Green Forest School, please contact myself for an informal discussion and a visit of the site to be used, to alleviate any stresses or worries prior to a session taking place.

Forest schools Practitioner Handbook version 1.4 Page 76

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf

Transport

All participants at The Green Forest School will be dropped off at the site to be used. There is parking available on site.

On arrival, children need to be handed over to an adult, and collected at the end of the session.

Whistle Blowing

PUBLIC INTEREST DISCLOSURE ACT 1998

This act protects workers who 'blow the whistle' about wrongdoing. It makes provision about the kind of disclosures which may be protected; the circumstances in which the disclosures are protected; and the persons who may be protected. The provisions introduced by the act protect most workers from being subjected to a detriment by their employer. Detriment may take a number of forms, such as denial of promotion, facilities or training opportunities, which the employer would otherwise have offered. Employees may make a claim for unfair dismissal if they are dismissed for making a protected disclosure.

At The Green Forest School all employees and volunteers will hold a valid DBS check. In the event of concerns being made regarding an employee or relating to a parent, a referral to the Guernsey police would be initiated.

Risk Assessments and Risk Management

- **The Seasonal Risk Assessment** should be undertaken at the start of every season, and be thorough, looking for any major issues on the site. This must include different types of
- **The Daily (Dynamic) Risk Assessment** should be done before the start of every session.

Risk assessments are undertaken to keep children and adults safe, whilst facilitating activities.

The FSP is required to undertake the risk management of activities being delivered.

Risk Benefits

Anxiety is a real barrier to those who wish to extend children's opportunities for outdoor and adventurous activities and experiences. Fears about being blamed or sued, and pressure to carry out burdensome paperwork, are leading many teachers and others working with children to water down the activities they provide, or even to forego visits and outdoor activities altogether.

A mindset that is solely focused on safety does children and young people no favours. Far from keeping them safe from harm, it can deny them the very experiences that help them to learn how to handle the challenges that life may throw at them. There is an emerging consensus that our society has become too focused on reducing or eliminating risk in childhood. And research suggests that overprotecting children can lead to longer-term problems with mental health and well-being.

Concern about the so-called 'cotton wool child' has emerged from some surprising quarters. In 2008 the Chair of the Health and Safety Executive (HSE), Judith Hackitt, gave a blunt warning about the dangers, stating: "If the next generation enter the workplace having been protected from all risk they will not be so much risk averse as completely risk naïve".

http://www.educationscotland.gov.uk/Images/Nothing-Ventured_tcm4-597066.pdf

The benefits of outdoor education are far too important to forfeit, and by far outweigh the risks of an accident occurring. If teachers follow recognised safety procedures and guidance they have nothing to fear from the law.

David Bell, Former Chief Inspector of Schools, 2004

Young people of all ages benefit from real life 'hands on' experiences; when they can see, hear, touch and explore the world around them and have opportunities to experience challenge and adventure.

Council for Learning Outside the Classroom website

There is currently so much research into the benefits of outdoor learning, forest schools, forestry, LOtC, and much more besides it is a wonder that so few children enjoy the great outdoors. A mindset has been created in parents that it is simply 'unsafe' to let your children 'play' in the garden. I remember the first time my sister-in-law took my nephews to the park in Guernsey, and she asked 'where are all the parents?'. My mum replied, 'probably on the beach or sat in their cars'. My sister-in-law couldn't cope that these children were being left to play, socialise, make new friends alone in a playground, next to the sea.

Michael Morpurgo, a famous children's author, recently came to Guernsey. He was relieved to find an environment where children, could still be children. Children at secondary age, still had the naivety and creative imagination shown through their work.

We are extremely fortunate to live in such a safe and beautiful place. Let's give the children of the future the opportunity to fully appreciate what they have on the doorstep.

Risk Assessment: The Site

Location: Roseneath		Name: Miss C R Wilkes-Green			Date: 31 st August 2015			
Description of site:								
A field surrounded by broadleaved trees. A low dry stone wall surrounds the west side of the field. A tall granite wall surrounds the northern side of the field. A earth-bank with Escallonia hedging surrounds the east side of the field. Trees line the south boundary side of the field. Various grasses can be found in the field area. Plan is to develop the site by planting more trees, including a Weeping Willow in the middle of the site. This will grow quickly, be useful for whittling and offer shade during the summer time.								
1	Hazard	Harm	People at risk	Probability (p) 1 - 5	Severity (s) 1 - 5	Rating (p) x (s) 1 - 25	Existing preventative measures. What new measures need to be taken?	Who will do it? When?
1	Uneven ground	Falling/tripping	All	1	2	2	Reminders to group before the start of the session. None.	FSP Start of session.
2	Deadwood falling from trees	Falling on head	All	1	4	4	Checking site (dynamic assessment before the start of every session).	FSP
3	Bank	Tripping or falling over	Group	2	2	4	Reminders to group before the start of the session. None.	FSP Start of session.
4	Nettles and brambles	Stung or scratched	Group	2	1	2	Identify with the group at the start of the session. Ask children to show FSP any nettles or brambles found.	FSP Start of session.
5	Foxgloves/deadly nightshade	Poison	Group	1	4	4	Identify with the group at the start of the session. Ask children to show FSP any foxgloves found. Remove any from the site.	FSP Start of session.
6	Dout	Slipping into it	Group	2	2	4	Show the children where the dout is. Identify where the edge is, and how it can be slippery, but we can use the water for finding water mini-beasts.	FSP Start of session.
7	Well	Falling into it	Group	1	4	4	Well is covered. Remind children to not go in the vicinity of the well unless with an adult.	FSP and other adults, to remind children.
Your Comments: <i>If visiting this site/activity/tool your recommendations will be followed.</i> Your main concerns: Trips and falls. But children need to learn special awareness. Your main positive features: Small contained site. Children will be closely, but remotely monitored.						Your recommendations: Activity safe to continue so long as the safety briefing points out the hazards on the site. Ensure children wash their hands thoroughly after the activity.		

Risk Assessment: Weather and General Welfare

Location: Roseneath			Name: Miss C R Wilkes-Green			Date: 31 st August 2015		
	Hazard	Harm	People at risk	Probability (p) 1 - 5	Severity (s) 1 - 5	Rating (p) x (s) 1 - 25	Existing preventative measures. What new measures need to be taken?	Who will do it? When?
1	Very wet	Coldness, hypothermia	Group	2	2	4	Clothing list provided with registration form. Waterproofs and boots are an essential part of Forest Schools kit. Spare dry clothes and towels available to use. Wooden shed can provide shelter. Short sessions, so weather should not be too much of a problem.	Kit-list sent out. Reminders when being dropped off.
2	Very cold	Mild hypothermia	Group	2	2	4	Clothing list provided with registration form. Waterproofs and boots are an essential part of Forest Schools kit. Blankets and additional warm clothing are available in the shed.	Kit-list sent out. Reminders when being dropped off.
3	Very hot	Heat stroke/sun-stroke	Group FSP	1	2	2	Sun-cream and sun-hat essential part of kit required. Shaded areas available on site. Water will be available throughout the session.	Sun-cream must be put on before the start of the session. Hats must be worn at all times.
4	Very windy	Deadwood falling	Everyone	1	4	4	Site (dynamically) checked before the start of each session, and during. If trees appear to be unsafe, the group will be moved into the open area.	FSP and other adults.
5								
6								
<p>Your Comments: If visiting this site/activity/tool your recommendations will be followed.</p> <p>Your main concerns: Coldness.</p> <p>Your main positive features: Being outdoors in all weather.</p>						<p>Your recommendations: Ensure kit is adhered too.</p> <p>'There is no such thing as bad weather, only bad clothing'; an old Scandinavian saying.</p>		

Risk Assessment: Building Shelters

Location: Roseneath			Name: Miss C R Wilkes-Green			Date: 31 st August 2015		
Description of Activity: Building shelters out of natural materials and/or using tarps and ropes.								
	Hazard	Harm	People at risk	Probability (p) 1 - 5	Severity (s) 1 - 5	Rating (p) x (s) 1 - 25	Existing preventative measures. What new measures need to be taken?	Who will do it? When?
1	Collecting materials.	Sharp objects or stung by nettles	Group	1	2	2	Remind children to take care and be aware of things that sting when collecting natural materials.	FSP Remind at start of session.
2	Working with sticks.	Sticks being waved around.	Group/all	2	2	4	Make sure children are spatially aware of how long their stick is. Remind not to sword fight.	FSP Remind at start if session.
3	Ropes	Fingers getting trapped in ropes.	Group	1	3	3	Demonstrate rope tying around trees; positively reinforce what to do, without focusing on negatives.	FSP Start of session.
4	Tarps	Getting caught up in the tarp. Tripping.	Group	2	1	2	Help with spreading the tarp with younger groups to prevent getting caught up in the tarp.	Adults during the session.
5	Den collapsing	Den landing on children	Group	3	2	6	Ensure Den looks structurally sound before allowing children to enter.	FSP to check before children go inside.
6								
Your Comments: If visiting this site/activity/tool your recommendations will be followed. Your main concerns: Shelter collapsing; Hurt with sticks. Your main positive features: Being creative and using deep imaginative play to create and develop dens and shelters.						Your recommendations: Clear safety guidance at the start of the session. The children may need reminding during the session. The benefits and creativity opportunities far outweigh any possible hazards for this activity.		

Risk Assessment: Activities

Location: Roseneath			Name: Miss C R Wilkes-Green			Date: 31 st August 2015		
Description of Activity: Creativity, Imaginative play, digging, planting, sweeping.								
	Hazard	Harm	People at risk	Probability (p) 1 - 5	Severity (s) 1 - 5	Rating (p) x (s) 1 - 25	Existing preventative measures. What new measures need to be taken?	Who will do it? When?
1	Natural materials	Sharp objects/ brambles/ nettles	Group	1	2	2	Layout boundary of site; Play equipment checked before the start of every session;	FSP
2	Trikes and Bikes	Falling off	Group	2	1	2	Equipment checked. Trailers to be used to transport equipment, not other children. Remind of safe places to move.	FSP
3	Using scissors or other things to cut with	Cutting self	Group	1	2	2	All scissors provided are safety children's scissors. Tools are on a separate risk assessment.	FSP
4	Using sticks	Crashing into other people	All	2	2	4	Remind children to be careful around other children when using sticks. Discourage the use of sword fighting with sticks.	FSP at start of activity.
5								
6								
Your Comments: If visiting this site/activity/tool your recommendations will be followed. Your main concerns: Injury to students whilst using sticks; Your main positive features: Being creative; using the natural environment.						Your recommendations: Activities are safe to go ahead. Dynamic risk assessments must be carried out before and during sessions and cutting must be at the discretion of the FSP with the participants in attendance.		

Risk Assessment: Tool Risk Assessments

Location: Roseneath			Name: Miss C R Wilkes-Green			Date: 31 st August 2015		
Description of Activity: Building shelters out of natural materials and/or using tarps and ropes.								
	Hazard	Harm	People at risk	Probability (p) 1 - 5	Severity (s) 1 - 5	Rating (p) x (s) 1 - 25	Existing preventative measures. What new measures need to be taken?	Who will do it? When?
1	Bow-saw	Cutting self/ partner	Group	1	3	3	Tool-talk; safety glove; use bow-saw in pairs; Model expectations; Clear guidance and safety.	FSP
2	Sheath knife	Cutting self	Group				Tool-talk; safety glove; use alone and on to a hard piece of wood; Model expectations; Clear guidance and safety.	FSP
3	Loppers	Cutting fingers	Group				Tool-talk; safety glove; use loppers in pairs; Model expectations; Clear guidance and safety.	FSP
4	Bill-hook	Hitting fingers; wood splitting off	Group				Tool-talk; safety glove; use bill-hook in pairs; Model expectations; Clear guidance and safety.	FSP
5								
6								
Your Comments: If visiting this site/activity/tool your recommendations will be followed. Your main concerns: Injury through not concentrating on task in hand. Your main positive features: Giving the participants the opportunity to use tools safely, in a controlled environment.						Your recommendations: Small group sessions, lots of modelling, clear instructions and guidance.		

Risk Assessment: Fires Assessments

Location: Roseneath			Name: Miss C R Wilkes-Green			Date: 31 st August 2015		
Description of Activity: Lighting fires, Using a Kelly-Kettle, Cooking Food.								
	Hazard	Harm	People at risk	Probability (p) 1 - 5	Severity (s) 1 - 5	Rating (p) x (s) 1 - 25	Existing preventative measures. What new measures need to be taken?	Who will do it? When?
1	Flint and Steel	Playing with it	Group	3	1	3	Model expectations; Clear guidance and safety. Will not burn self, but could flick a spark on to dry grass/cotton wool.	FSP
2	Lighting cotton-wool	Blowing away once lit	Group	3	2	6	Clear guidance and safety. Place cotton wool somewhere away from the wind. Work in pairs, so less cotton wool being lit at once. Manage group.	FSP
3	Burning	Burning self on fire	Group	1	4	4	Model guidance on fire area. Clearly defined fire circle. Wait to be invited into the fire circle. Fire-proof gloves.	FSP
4	Scalding	Water from Kelly-Kettle	Group	1	4	4	Reminder of care around hot things. Do not carry the kettle once it has boiled, asked an adult for help.	FSP
5	Smoke: green wood.	Smoke in eyes	Group	2	2	4	Remind to stay upwind of smoke. Rinse with saline if really bad. Wear safety goggles if they cannot cope.	FSP
6	Food	Not cooked properly	Group	1	4	4	Limit food to marshmallows on a stick; (already cooked) hot dogs on a stick; hot chocolate; vegetable stew;	FSP
Your Comments: If visiting this site/activity/tool your recommendations will be followed. Your main concerns: Injury through not concentrating on task in hand, or wearing the PPC. Your main positive features: Giving the participants the opportunity to use fire safely, in a controlled environment. Managing fire. Cooking and eating food.						Your recommendations: Small group sessions, lots of modelling, clear instructions and guidance.		

Insurance:

Green Forest School is insured through Birnbeck Insurance Limited: GREEN-9/TW

Name of Proposed Insured:		Green Forest School Ltd	
Correspondence Address of Proposed Insured:		Roseneath, Les Petites Mielles, St Sampsons, Guernsey. GY2 4SA	
Trade or Business:		Forest school practitioner providing activities for children of all ages. General forest school work including shelter building, use of hand tools (including knives), tree climbing to head height, use of swings rope swings and play equipment for children of primary school age, occasional lopping/coppicing, felling (diameters less than 6"), foraging, low level charcoal making (twigs/tins/cans), green woodworking, pond/stream dipping, face painting, birthday parties, camp fires, overnight camps etc. Also provides beach school sessions to include, sea paddling to knee height, beach games, rock pooling and beach fires.	
The Proposed Insured is a:		Limited Company	
Cover and limits of liability:	a)	Employers Liability:	£10,000,000
	b)	Public/Products Liability:	£5,000,000
No proprietor, partner or Director of the Proposed Insured has ever:		<ol style="list-style-type: none"> 1 had a proposal declined by an insurer 2 had an insurance renewal refused by an insurer 3 had an insurance cancelled by an insurer 4 had special terms imposed on an insurance 5 had any convictions for any criminal offence involving dishonesty arson theft or wilful damage or any prosecutions pending 6 been declared bankrupt or insolvent or been the subject of bankruptcy proceedings 7 suffered any loss or had any claim made against them whether insured or not in the last five years (including current knowledge of any impending circumstances which could give rise to a claim) 	
The work of the trade or business does not involve:		<ol style="list-style-type: none"> 1 work at heights exceeding 5 metres or depths exceeding 0.5 metres 2 the use of chemicals or other substances which could be harmful to health 3 the use of fixed woodworking machinery by employees 	
The trade or business for which insurance is being sought is done within:		United Kingdom	