

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Health

The provider must promote the good health of children attending the setting.

Wigwam Forest School Ltd

15. Health and safety

Policy statement

We believe that the health and safety of children is of paramount importance.

- We aim to educate children, parents, staff and volunteers of health and safety issues and how to minimise the hazards and risks, to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is:

Natalie Gafford

She is responsible for health and safety in the setting.

- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster in:

School Staff Room

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on:

Notice Board

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety and in educating the children, staff or visitors of potential hazards. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.

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- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Windows

- During classroom use, high energy games and activities are avoided to prevent accidental breakage.
- The site is secured during our closing hours and staff check that windows are not broken through accidental breakage or vandalism from people outside the building.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.

Electrical/gas equipment is maintained by Bedales schools

- Bedales Schools ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- The school boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Children are taught not to touch fires, heaters, wires and leads.
- There are sufficient sockets in the school setting to prevent overloading.
- We switch electrical devices off from the plug after use, excluding the heater.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our indoor setting.

Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor areas

- The upper play area and Orchard are securely fenced. All gates and fences are childproof and safe. The gate to the carpark is closed.
- There is a physical boundary to the carpark and footpaths preventing children from wandering into the road. On the Dunhurst site and on the Sand quarry where there is no physical boundary to the car park, road, children are suitably supervised at all times. Natalie Gafford has risk assessed the woodland site and employ staff ratios above and beyond the statutory requirements, ensuring at least one adult supervises every ten children aged five years and over one. Additionally, staff/volunteers ensure that children are alerted to our considered boundaries of the site.

- A written risk assessment is completed for all outdoor sites. Prior to each outdoor session, staff complete visual risk assessments and act accordingly, updating our risk assessments as required. All adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Parents take responsibility for ensuring that children are suitably equipped for the weather conditions and type of outdoor activities; ensuring that suncream is applied and hats provided during the summer months. Additionally, parents are alerted to the risk of Lyme disease following tick bites and are asked to dress their children in long sleeves, long trousers and shoes to help prevent the risk of tick bites, they are also asked to complete a tick check following any outdoor session. Wigwam Forest School Ltd reserve the right to send children home, if they are not suitably prepared for weather conditions.
- We supervise outdoor activities at all times.

Forest School Activities

- Please see *Outdoor Areas* above.
- All tool, fire, gardening, climbing and foraging activities have a written risk assessment. These activities will be supervised by a staff member with a 16 hour outdoor First Aid training certificate. Staff will carry emergency contact details a mobile phone, fresh water, hand washing facilities and first aid kit during all outdoor education sessions.
- Weather conditions will be visually assessed by staff prior to each forest school session. Contingency plans may include using an open area of land, or remaining inside due to extreme weather conditions. Wigwam reserve the right to cancel a session entirely if it is not safe for parents, children or staff to access the site.
- Tools are checked **and sanitised** for safety by the lead member of staff prior to each activity. Any damaged tools will be repaired or replaced as necessary.
- The use of personal protective equipment, including; gloves, clothing or helmets are stipulated in the risk assessment for each activity.
- Each child is individually assessed for their capabilities for each activity.
- These tasks are supervised by suitably qualified staff and volunteers (with at least a level three qualification in, early year's childcare or equivalent qualification) at a ratio of at least one adult to ten. Where necessary adhering to higher staff to child ratios as stipulated in the individual risk assessments for each activity.
- Staff and children will have access to hand washing facilities, fresh water and toileting (in secluded locations, toileting may include a private area of the forest) Staff are trained on the safe disposal of waste.
- Wigwam Forest School adheres to any agreements put in place between them and their insurance company, as well as those regulations set out by the Health and Safety Executives.

Hygiene

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.

- Bedales has a daily cleaning routine during term time, **Wigwam Forest School will ensure toilet facilities are cleaned between use and at the end of the session** for the setting. Children do not have unsupervised access to a kitchen.
- We have a schedule for cleaning resources and equipment.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning and checking toilets regularly;
 - providing tissues and wipes;
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Activities, resources and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities in the classroom. It may not be possible to ensure this for children with reduced physical ability due to restriction of class size. Risk assessments will be completed in these circumstances, please see our SEN policy for details.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- All our materials, including paint and glue, are non-toxic. Although, in a woodland environment it is not possible to remove access to toxic plant species, children are educated on the dangers of touching and ingesting foreign objects.
- We ensure that sand is clean and suitable for children's play.
- Physical play is supervised.
- We teach children to handle and store tools safely.
- We check children who are sleeping at regular intervals.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded. Large pieces of equipment are discarded only with the consent of the school.

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

Safety of adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Control of substances hazardous to health

- Wigwam Forest School Ltd do not keep or use any products that are hazardous to health.
- Bedales and Dunannie are responsible for the safe storage of hazardous substances under the *Control of Substances Hazardous to Health Regulations (COSHH)*.

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

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| This policy was adopted by | Natalie Gafford | <i>(name of provider)</i> |
| On | July 2021 | <i>(date)</i> |
| Date to be reviewed | July 2022 | <i>(date)</i> |
| Signed on behalf of the provider | NG | |
| Name of signatory | Natalie | |
| Role of signatory (e.g. chair, director or owner) | Director and Owner | |