

Reflections Small School – Health & Safety Policy

Date: 1.9.16

Review Date: 1.9.17

Health & Safety Policy

At Reflections Small School we believe that the welfare and safety of the children, staff, and visitors is of paramount importance at all times. The Health & Safety Officer and the Management Team take responsibility for ensuring that the Small School follows policies and procedures that cover health & safety. The Health & Safety Officer is responsible for carrying out risk assessments on new equipment, activities, resources and any areas of concern that could be potentially harmful to employees, visitors and children. The Directors take overall responsibility for health and safety.

Risk Assessment

All people responsible for health and safety have knowledge of the following legislation:

- Health and Safety at Work Act 1994
- Health and Safety (information for employees) Regulations 1989 reviewed in 2005
- Health and Safety (first aid) Regulations 1981
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH control)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Electricity at Work regulations 1989
- Food Safety and Hygiene Regulations 2013
- Food Safety (temperature control) Regulations 1995

Based on the requirements of the legislation above we have a procedure for risk assessment.

Risk assessments are carried out on all aspects of the building, facility, resources and equipment. Risk Assessment forms are kept in a Risk Assessment folder located in the main office. All risk assessments are reviewed and updated twice yearly unless changes to suppliers or products have occurred or an incident with an item of equipment deems it necessary.

The stages of risk assessment are as follows:

- Recognition: identifying the hazards that are present
- Evaluation: decide who might be harmed
- The risks: evaluating the extent of the risk involved.
- Control: Introduce the measures to combat/ reduce the identified risks
- Record any significant findings
- Monitor and review the situation.

Day-to-day Risk Assessment

At the beginning of each session Reflections staff check the following points:

- Risk assessments and daily Health and Safety checks are complete prior to the children arriving in the rooms
- That the rooms to be used are clean
- The heating is adequate
- The emergency exits are unlocked and free from obstructions
- There are no trailing cables
- The correct register is in the room
- Any chemicals are stored safely
- All electrical appliances are in good working order

During sessions Reflections staff ensure the following are carried out:

- All spillages are dealt with immediately
- The safe movement of children around the Small School
- Care is taken when carrying food and/or drinks around the Small School
- Any sharp objects must be picked up or removed immediately, e.g. staples, drawing pins, etc
- Broken or damaged equipment must be brought to the attention of the Manager or Health and Safety Officer for repair

At the end of each session staff check the following:

- Furniture is stacked and stored safely
- All taps are turned off
- All lights are turned off
- All windows, internal doors are closed and external doors are secured
- All curtains and blinds are drawn
- Washing machines and tumble dryers are not in use

It is important to ensure that all the risks are assessed on a regular basis. These Daily Risk Assessment checks are to be filed weekly in the Health & Safety folder. If there is an urgent item then the Manager is notified immediately.

Accident forms - Child accident forms are entered onto the management database programme, *First Steps* and a pie chart produced monthly to identify if a particular area, activity or piece of equipment needs re-assessing.

Annual Health & Safety Audits are carried out and certificated. These certificates are available if required by OFSTED or HSE. The checks include:

- Portable Appliance Testing (PAT testing is carried out on all small electrical equipment i.e. computers, kettles etc.)
- Gas checks (CORGI)
- Fire/ Intruder Alarm system
- Electrical appliances

Any faults are reported to the Small School Manager immediately. If in doubt, we switch off the appliance, do not use it, and remove it from use. We ensure that electrical leads do not trail in such a way as to be dangerous. We never place anything containing water on top of electrical appliances.

Cleaning the Environment

Germs can survive on surfaces. Viruses, in particular, can be transmitted in large numbers in respiratory secretions and in faeces and their persistence on surfaces for hours and days are common. Environmental hygiene is, therefore, a vital part of good infection control.

Cleaners are employed to clean the Small School daily and the Small School has a cleaning schedule. There is an overlap period each evening where a member of the management team can liaise with the cleaning team to address any issues or request specific areas to be cleaned. A lunchtime housekeeper is employed to maintain cleanliness throughout the day. In areas where cleaning products are stored a COSHH list is displayed. All areas are cleaned regularly. Toilets and frequent hand contact surfaces are cleaned as frequently as is practical.

When considering hygiene it is important to instil good hygiene practices for both the staff and children. We ensure that we:

- Follow the Reflections Small School Hand Washing Policy
- Wear protective clothing when required - gloves and aprons are provided
- Are especially careful when handling bodily fluids
- Encourage children to be independent in toileting but ensure they wash their hands
- Support children to wipe their noses when needed and to get their own tissues and dispose of them in the bins.

Cleaning of Equipment & Resources

Our equipment & resources are important in the educational development of children. The sharing of resources between children can, however, be classed as a potential source of infection as they can become contaminated with germs from unwashed hands, spills of body fluids, or by children putting their mouths to them. Germs can survive on the surface of equipment and resources in sufficient numbers to present a risk of infection and we are aware that contaminated hands and resources have been implicated as important in the transmission of germs during outbreaks of infection. We ensure that all equipment and resources are regularly cleaned appropriately.

Food and Kitchen Hygiene

A high standard of hygienic practices in the preparation and storage of food, together with the use and maintenance of clean kitchen areas and equipment are vital for ensuring the safe delivery of food to children in a Small School.

More detailed guidance on kitchen hygiene can be found in the Food Safety Management System. The Small School currently follows – ‘*Safer Food, Better Business*’, in addition to our own daily safety checks and shut down routines.

In addition, we have the following in place:

- All staff who handle food are trained in food hygiene
- We have clear routines, rotas and staff responsibilities, including the cleaning and disinfection of equipment
- We have adequate, dedicated hand washing facilities are in place
- We check that food handling procedures occur, including temperature control monitoring (chill, cook and hot holding)
- We ensure the safe storage of both raw and ready to eat foods
- We ensure separate equipment is used for raw and ready to eat foods
- We ensure the safe and hygienic transportation of food
- All food contact surfaces are cleaned with detergent and hot water and then disinfected and wiped dry immediately all using disposable paper towels. [Please note wiping surfaces with a cloth and a cleaning product does not decontaminate surfaces.]

General Safety Issues

Medicine & Medication

It is of vital importance that all children’s files and health details are kept up to date. Allergies are made known to all staff and if deemed appropriate a care plan and or risk assessment will be created.

Only staff with first aid training have permission to administer prescribed medication to any child and only if there is written authorisation from the child’s parent/guardian. This is witnessed by another member of staff and recorded in a medication file.

All medicines are to be clearly labelled and safely stored in a locked cupboard or in a container in the fridge at all times and only authorised staff have access to them.

First Aid

The Small School has a first aid box situated in the Office and a smaller one in the Kitchen. A person qualified in first aid is in attendance in the Small School at all times, and in attendance

if an accident happens. All accidents are noted on an Accident Form and signed by the appropriate people these being:

- The person or persons dealing with the accident (first aider if needed)
- The person or persons who witnessed the accident
- The Manager or Deputy
- The parent/guardian on collection

Please also note that

- Gloves/ aprons are available and always worn when dealing with bodily fluids.
- First aid pouches are worn on offsite trips.

Specific Areas of Health & Safety Concern

Car Park

It is essential that great care be exercised when moving cars.

- We request that all drivers look carefully around their vehicles before moving off.
- Speed Limit signs are displayed.

Hazardous Plants

Children need access to plants but it is important to ensure that plants accessible in the garden and on the premises are non-hazardous. A list is available in the risk assessment folder in the office.

Fire Safety

The children and staff have regular fire practices, which are logged in the fire log folder and a sign is displayed in the main office informing them of the date of the last fire drill and the time it took to safely evacuate the building. In each room a fire procedure explaining what to do in the event of an emergency is on the wall. All staff are encouraged to make themselves and others aware of the exits and procedures. All fire equipment is tested annually, and a different fire call point is checked weekly and documented in the fire log folder.

Registers

Registers are kept accurately; parents sign their children in and out of the Small School in pen. Registers remain with each group at all times in case of a fire. The children are counted out and in when going into the garden and offsite.

Staff Health

Children and staff are at risk of contracting infections from each other. In the context of infection control we have appropriate policies for the protection of staff through training and compliance with health and safety legislation. Such policies should apply to all agency/ support staff and to those on short-term contracts.

Protective Clothing

The company provides protective clothing for staff in the form of aprons and gloves, these items are worn as required.

Animals

Any animals that Reflections Small School may have on the premises will have their own care arrangements, there will be designated staff that will care for the animals and if children are handling them they will be supervised and encouraged to practice good hygiene practices. All animal food will be kept in an airtight container away from domestic food. Particular Care should be taken with any reptiles as all species can carry salmonella.

Trees in the Garden

Children are able to climb trees. Knowledge of the child and an awareness of the hazards is required on the part of any staff observing and supporting. An awareness of splayed branches (such as Elder) which can trap children is shared with the children and special attention given by the staff if children climb these trees.

Sandpits

Regular inspection of the sandpit/ sand trays is carried out and logged on the daily check form. The sand is sieved (indoor trays) regularly and raked (outdoor sandpit) twice daily and logged on the daily garden risk assessment form in addition the sand needs to be topped up on a regular basis and replaced as deemed necessary.

Trips

Children will engage in trips. Appropriate staff ratios are observed and wherever possible a risk assessment is obtained from the venue being visited.

Company drivers

The school has two minibuses and in accordance with The Corporate Manslaughter and Corporate Act 2007 all employees who are employed to drive the company minibus either on a full or part-time basis will be qualified to drive and fully-insured. Drivers will also be given additional driver tuition to ensure their capability to drive.

Superhero Play

The school has a detailed and separate policy on Superhero play and 'battling' and the use of sticks in and around the garden.

Forest School & Beach School

Details of Risk Assessments and Emergency Procedures for Forest School & Beach School can be found in Appendices 1-3.

Significant Incident Procedure

In all circumstances, we are childcare professionals who have a duty to safeguard and promote the welfare of every child in our care, whether it is on a one to one basis or collectively with other members of staff.

In the event that the staff/children are involved in an incident deemed to be significant the following procedure must be followed.

- The incident must immediately be reported to the Small School Management Team
- The Manager/Deputy must inform the Small School Director.
- The Manager/Deputy must assess the incident and take appropriate steps – informing the parents, seeking medical attention, isolating the incident.
- The staff involved in the incident must complete the written Significant Incident Report and witness statements immediately giving the exact details.
- The Manager should ensure that there is a full understanding of what the incident is only speaking to the people directly involved.
- After the investigation the Manager will need to refer the Incident to Ofsted/Riddor.

Significant Incident Forms are available from the Front Office.

General Reminders: Health & Safety Procedures

- Ensure that we follow the advice given regarding manual handling.
- Ensure all staff are aware of all procedures relating to emergency situations.
- Check all areas are tidy and floors dry and clean.
- All toys are safe and developmentally appropriate.
- All messes/ accidents are cleaned up as they happen.
- We keep all cleaning fluids out of reach (i.e. in a cupboard on a high shelf) not accessible to children.
- All cleaning fluids have a COSHH list with them.
- We are aware of our environment at all times and where our group of children are.
- Wear the protective clothing supplied whenever needed.
- Always use stepladders when going up high and do not stand on stools.
- Be aware of Emergency Service details and where to find them.
- Know which staff are qualified to carry out first aid within the Small School.
- Be aware of where the first aid kit is kept.
- Check the garden daily for rubbish and dangerous items before taking children out.
- Empty all water trays daily and ensure there is no standing water anywhere that children are playing and never leave children unattended when playing in water.
- Ensure you follow the cleaning routines in the setting.
- Wash up all tea, snack, bottles, drinks etc as soon as they are finished with.
- Ensure all children look well cared for i.e. no dirty noses, faces clothes.
- Take care on the stairs.

- Never leave children unattended.
- Log all accidents and incidents on the appropriate forms.
- Gain parental consent for administration of medicines.
- Ensure you are aware of the ratios within the setting
- Notify the Small School Health & Safety Coordinator/Manager of any broken items.
- Challenge strangers and do not let them in to the building until you know who they are.
- All visitors are asked to sign the visitors' book and have photographic identification with them to identify who they are.

These points are set out as general reminders to help ensure that safety and wellbeing is paramount.

Insurance

The Company's Employers Public Liability Certificate is displayed in the entrance to the buildings.

Appendix 1

Reflections Forest School Emergency Action Plan

STEP 1: Assess and manage situation

If a minor problem, e.g. a child feeling unwell and cannot continue with the session after we've carried out treatment. As soon as possible, a member of staff will call the Nursery and inform the management team. The child's parents should be contacted and asked if they can come and collect them. Or the office can be called and the child can be picked up by any of the management team.

STEP 2: Conduct emergency first aid if required

In case of serious problem, the session will cease, and the emergency services will be contacted directly by a member of staff. As soon as possible, a member of staff will call the Nursery and inform the management team.

The person in danger will be taken to the nearest point of access for the emergency services. Once the situation is under control and being dealt with, it will be assessed as to whether to continue with the rest of the session. To get help use any of the following details below:

Mobile (direct to 999) - Details for Medical Staff:

- Who you are and contact number
- Age of patient
- Nature of injury
- Nature of site & how to get there (See below)

Location: Hammerpot Copse, end of Dover Lane, Angmering, Arundel, BN18 9PX

Grid Reference: TQ 063 064

Nearest Landline 01273 401100 XXX

Mobile Phone Coverage: Yes

Escape Route: Through Angmering Car Park

Ease of Access: Through Angmering Car Park

Nearest A&E Unit: Worthing Hospital, Lyndhurst Rd, Worthing, West Sussex, BN11 2DH

See if you can also get help from owners of Angmering Estate, if necessary

Delegate and manage the rest of the group appropriate to the remaining staff and situation.

- Ensure that there is a member of staff available to direct emergency services.
- Ensure that all group members are following the emergency procedures
- Ensure that a group leader accompanies casualties to hospital with any relevant medical information.
- Fill in accident form and pass on information in accordance with RIDDOR.
- Keep a record of all events, times and contacts after the incident.
- When the situation has been resolved hold a debriefing meeting

Appendix 2

Reflections Forest School Health & Safety Document 2016

Date	15.7.16
Review Date	15.7.17 or as required

Introduction

Reflections Nursery & Forest School has been taking groups of children on Forest School sessions as part of a programme since June 2009. At the time of this review we have conducted approximately 1200 woodland sessions. A group comprises up to 14 children aged from 2 years 9 months to 7 years 10 months with a minimum ratio of 1 adult to 4 children. At least two adults will hold a childcare qualification, at least one adult will have been forest school trained and at least one adult will hold a paediatric first aid qualification.

The risk/ benefit assessments in this document are in addition to the standard risk/ benefit assessments in Reflections Nursery Policy & Procedures – Risk/ Benefit Assessments, which all Reflections staff will be aware of. This document is intended to address any risk/ benefits which specifically apply to Reflections Forest School Programme and is read by all Forest School staff.

Risk/ benefit Assessment Policy Statement

Effective risk/ benefit assessment is essential to ensuring the safety and enjoyment for children and staff in the Reflections Forest School Programme. The Forest School Leader is responsible for ensuring that policies and procedures are followed. All members of staff are required to have a full understanding of the risk/ benefit assessment process.

The Risk/ benefit Assessment Process

Reflections Forest School follows a category risk/ benefit assessment system which considers activities, the site and influencing factors. The category risk/ benefit assessment system reduces repetition ensuring that staff remain effective in their role of risk/ benefit assessors. This Health & Safety Booklet includes the risk/ benefit assessments by category and is read by all members of staff involved in the Reflections Forest School Programme. The document is read in its entirety as each category assumes knowledge from the previous category, to avoid repetition.

It should be noted that, in keeping with the spirit of Reflections Forest School programme, staff seek to support children in assessing risk/ benefits for themselves on an ongoing basis **not** as part of the beginning of each session. Our approach is to trust children to plan their own experiences and assess risk/ benefit for themselves, with intervention from adults only when necessary.

Risk/ benefit Assessment Categories

1. Site (including strangers and dogs)
2. General Welfare & Weather
3. Activities

4. Tools & Fires
5. Emergency Procedure

Review of this document

The Category risk/ benefit assessments are amended every 30 weeks unless a new risk/ benefit is identified following a session in which case it is added as addendum to this document.

1. Site Assessment

Location Butler's Copse, Dover Lane, Angmering, Near Worthing BN18 9PX

Assessor Martin Pace

Description The site is owned and managed by the Angmering Park Estate. The woodland is a mix of deciduous and evergreen with a predominance of coniferous trees and with some Hazel with Chestnut, Birch, Hawthorn, Holly, Oak and Yew. It is in frequent use by the general public particularly for dog walkers however, we tend to use areas where there is less public access. Adjacent to the wood there is two private roads and an access road for the wood. There are no ponds.

Shooting: No access

Debris: None – the wood is kept clear of any household rubbish or other debris.

Dogs: Dog walkers use paths through the site and we often find faeces on or near the paths.

Flora & Fauna: The woodland creates a habitat for birds and insects, a small variety of woodland plants including bramble, nettle and other flora. Usual country animals of a non-dangerous nature are present – no snakes have been seen. Ticks are occasionally present.

Access: Via Dover Lane, a *cul de sac* with no passing traffic other than resident's access. We park the minibus at the end of the street with space to turn. Vehicles can access the site itself but are limited to a car park.

Water: There is no water course or pond on site but standing water forms in puddles after heavy rain

Telephones: Orange, Vodaphone and O2 mobile networks all have coverage at the site.

Interesting Features: On site there are large log piles from foresting which we do not access.

1. Site Assessment Risk/ benefits identified

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Vehicles	Accident with vehicle	The group	Barriers ensure that no vehicle can access the site but cars are able to park in the car park and adjacent to the minibus.	1	4	4	Group knows what to do when a motor vehicle is approaching. Adults present when vehicles are around.	Leader & Staff
2.	Litter & Debris	Cuts, trips. Entanglement. Suffocation	The group	Ensure that there is minimal litter/ debris in the woodland	3 1 1	2 3 5	6 3 5	If litter/ debris is found the area is avoided	Leader & Staff
3.	Paths & Tracks	Trip, slip	The group	Be aware of uneven surfaces and slip/trip hazards.	2	2	4	Ensure the group does not run where there are hazards.	Leader & Staff
4.	Exposed roots and other hazards off main paths	Trip, slip	The group	Look out for dead wood debris, rootstock and brambles	3	2	6	Leader/ staff to establish the appropriateness of leaving the main routes and to lead the group.	Leader/ staff
5.	Holes, burrows & ditches	Falling. Getting trapped	The group	Be aware of location of holes, ditches and burrows. Children will want to explore these.	2 1	3 4	6 4	Leader/ staff to establish if OK to leave the main routes and to lead the group	Leader/ staff

								supporting exploration.	
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6.	Fences & Boundaries	Barbed wire cuts. Entanglement	The group	Be aware of any areas of broken fencing or fences with barbed wire and make the group aware of these.	2 1	3 3	6 3	Leader to ensure that the group remains safe in areas of concern	Leader
7.	Low branches and twigs en routes in woodland.	Banging Head. Poking in the eye.	The group	Warn the group to avoid branches and especially to be careful when walking behind someone in undergrowth. Hawthorn on site is springy and especially dangerous.	3 3	3 4	9 12	Leader/ staff to ensure that the group is aware and ensure that no one lets springy twigs or branches spring back on anyone following them.	Leader/ staff
8.	Dead trees & branches	Impact Crush Tripping	The group	There are many dead trees and branches and Hazel can fall easily. High level of awareness at all times and weather to be considered carefully.	2 1 3	4 5 2	8 5 6	Leader/ staff to evaluate trees in the vicinity of the base and remove any which present danger and to keep vigilant in areas of exploration. Avoid where necessary.	Leader/ staff
9.	Dogs	Attack Faeces.	The group	The group occasionally encounters dogs and is aware to be careful.	1 1	4 2	4 2	Group knows what to do when a dog is approaching.	Leader

				We take care to look out for and avoid faeces and never touch them.					
10.	Members of the public	Interference. Abduction. Attack.	The group	The area we use in Butler's Copse is rarely used by any members of the public.	1 1 1	4 5 5	4 5 5	Appropriate ratios of adults to children are maintained. Adults to address visitors.	Leader & Staff
11.	Standing Water & Puddles	Wet/ cold. Waterborne bacteria. Drowning	The group	Never leave children unattended near water. Clean hands after playing in water.	4 2 1	1 3 5	4 6 5	Ensure risk/ benefits are discussed with children. Know where water gathers.	Leader & Staff

2. **General Welfare & Weather** Assessor Martin Pace

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Weather	Hypothermia/ Sunburn	The group	Leaders to be aware of the daily weather report in advance of activities and curtail the visit if unsafe.	4	1	4	Explain to the group the actions in the case of bad weather.	Leader
2.	High Winds	Injury from falling trees and branches	The group	Groups will not enter woodland when the wind is high. Usually above constant 25mph or gusting over 40mph.	2	4	8	Leader makes a decision before the group enters the woodland.	Leader
3.	Inappropriate	Hypothermia/	The	The group are checked	4	2	8	Curtail the visit for	Leader

	footwear & clothing	sunburn/	group	for footwear and clothing before leaving the nursery				those inappropriately dressed.	
4.	Health & Welfare	Allergy resulting in reaction or anaphylactic shock	The group	Leaders to ensure that the group is well managed and ensure regular food and drink breaks	1	4	4	Ensure that any allergies are identified and that any medication is carried and taken as prescribed.	Staff
5.	Sun	Sunburn	The group	Leaders ensure that sun creams & hats are taken on each trip if sun is a potential hazard.	2	2	4	Group advised to wear hats and sun protection.	Staff
6.	Medical Problems	Illness	Pre-existing medical problem	Nursery Manager to ensure that Leader is aware of any conditions and that medication is taken.	3	3	9	Leader to ensure that medicines are taken as prescribed.	Nursery Mgr and Leader
7.	Accident	Broken bones; bleeding; other injury.	The group	Leader trained in outdoor, paediatric first aid and a first aid kit to be carried at all times along with mobile phone (with coverage at the site).	2	4	8	Leader to take control of any accident situation. Mobile phone/s to be charged after each sessions.	Leader
8.	Contamination from bacteria, poisonous fungi or flora	Nausea, vomiting, diarrhoea, infection,	The group	Leaders to ensure that children clean hands effectively after contact with dirt, fungi	3	2	6	Regular hand cleaning procedures, always before eating and staff to ensure	Staff

		poisoning		or poisonous flora. Any foraging to be kept to very specific plants e.g. Hawthorn leaves and agreement with children to be on a must-ask-before-eating basis.				provision of wipes, water. Leader and staff to ensure that children are aware that many plants and fungi are poisonous and not to ingest them.	
9.	Any medical emergency		The group	Leaders to ensure that a first aid kit is always available and regularly checked for stock.				At least 1 adult should be qualified in outdoor, paediatric first aid	Staff
10	Ticks	Infection. Lyme's Disease	The group	We remind parents to check for ticks after each session.	1	3	3	If found ticks are easily removed with an appropriate tool by parents	Staff & Parents

3. Activities

3.1 Collecting Natural Materials Assessor Martin Pace

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Woodland site trip hazards e.g. roots, uneven ground	Trips, falls and bumps	The group	Trip hazards discussed before each session	5	1	5	Care taken to ensure that specific hazards are pointed out.	Staff
2.	Flora and Fauna	Stings, scratches, bites. Anaphylactic shock.	The group	Insect and plants identified and areas avoided	4	1	4	Explain and avoid.	Staff
3.	Litter & Debris	Cutting hands	The group	Area is assessed for litter	3	2	6	Ensure the group is aware of potential hazards	Staff
4.	Low branches & Trees	Poking in the eyes and bangs to the head	The group	Areas chosen to avoid routes with eye height branches and any pointed out.	3	4	12	Ensure that group are aware of dangers and move carefully around the woodland.	Staff
5.	Dog faeces	Infections & disease	The group	Areas chosen to avoid parts which dogs might frequent.	2	2	4	Ensure that group are aware of the potential problem. Leader to carry antibacterial	Staff

								wipes.	
6.	Lifting and swinging sticks	Bumps and bangs	The group	The group are shown how to lift and carry sticks carefully.	2	2	4	Staff to step in and control as situation when branches are not being carried correctly or sticks are being swung or hit against trees.	Staff
7.	Fungi & Toxic plants	Poisoning	The group	Areas with poisonous fungi and toxic plants will be avoided or discussed at length	2	4	8	Group are made aware that some fungi and some plants can be poisonous and instructed to avoid touching them. Hands are cleaned before eating.	Staff
8.	Making tree trunks sway	Bumps and bangs	The group	Group are made aware that making tree trunks sway can mean they will fall.	2	4	8	Staff to step in if children make tree trunks sway which might be dead or include dead wood.	Staff
9.	Contamination from bacteria, poisonous fungi or flora	Nausea, vomiting, diarrhoea, infection, poisoning	The group	Leaders to ensure that children clean hands effectively after contact with dirt, fungi or poisonous flora. Any foraging to be	3	2	6	Regular hand cleaning procedures, always before eating and staff to ensure provision of wipes, water. Leader and	Staff

				kept to very specific plants e.g. Hawthorn leaves and agreement with children to be on a must-ask-before-eating basis.				staff to ensure that children are aware that many plants and fungi are poisonous and not to ingest them.	
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3.2 Building shelters Assessor Martin Pace

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Collecting Natural Materials	See 2.1	The group	See 2.1.				See 2.1	Staff
2.	Shelter collapsing	Bumps and bangs	The group	Group are advised how and where to construct their shelters	2	2	4	Sites and materials are chosen carefully and advice given. Children are not to climb on shelters constructed of dead wood unless wood is very robust. Staff to assess each situation and advise the children appropriately.	Staff
3.	Sticks protruding from shelter	Poking eye in shelter	The group	Group are advised to take care when in shelters.	2	3	6	staff to monitor for protruding sticks	Staff
4.	Lifting heavy items	Muscle strain or bruising injury	The group	Lifting procedures advised	2	2	4	Group should practice lifting techniques and encouraged to work as a team	Staff

3.3 Climbing and swinging Assessor

Martin Pace

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Falling from height	Head injury, broken bones, bruises, bumps and cuts	The group	The group select objects for climbing carefully and jumping off zones are free from stones and sharp objects – children and adults should check for flint or sharp stones together.	3	3	9	(i) Leader ensures that children are supported appropriately and that no child climbs beyond their ability or to a height which cannot be supported by staff or other children or is life threatening. (ii) Children and adults should check for flint underneath climbing trees. (iii) Adults should remove unstable hand holds in advance of climbing.	Staff/ children
2.	Rope swing	Rope burns; strangulation, twist fractures.	The group	The rope is checked and used only in ways that avoid strangulation.	3	4	12	Leader ensures that children know how to use the swing appropriately.	Staff

3.4 Water

Assessor Martin Pace

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Deep/ shallow water	Drowning; Getting cold; disease (standing water)	The group	Group is monitored where water is present.	1 4 2	5 1 3	5 5 6	Staff monitor children around areas of water.	Staff

3.5 Rusty Items found on site e.g. Oil drum; old chair; wheelbarrow

Assessor Martin Pace

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Sharp, rusty edges. (There are no chemicals present)	Cuts and abrasions; infection	The group	Children wear gloves when handling sharp rusty items. Staff to monitor play involving these items.	2	2	4	Staff to ensure that activities which include these items are monitored and assessed.	Staff

4. Tools & Fires

4.1 Fires Assessor Martin Pace

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Fires	Burns, scalds	The group	Adults and children are aware of the rules around the fire. Children sit on logs at least 3 feet away from the fire. They are not allowed to walk in the fire area when a fire has been lit.	2	4	8	Leader to ensure rules are adhered to and children reminded each time a fire is made. Water or a fire blanket is made available. The fire is put out thoroughly after use.	Staff

4.2 Tools

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Bowsaw	Cuts	The group	If used, children are instructed how to use the bowsaw, how to carry and pass the bowsaw, and how to store it, safely.	2	4	8	Leader to ensure rules are adhered to and to limit use to one saw only and always supervised.	Staff

									[NOTE: We only use tools with children in the context of work proposed by the children.]	
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I am a participant member of staff in Reflections Forest School Programme and have read and understood the Health & Safety Document 2016 which relates to the programme.

Name _____

Qualifications _____

Date _____

Please complete and return this sheet to the front office. Thank you.

Appendix 3

Beach School Health & Safety Document 2016

Date 17.8.16

Review Date 17.8.17 or as required

Introduction

Reflections has been taking groups of children to the beach on an ad-hoc basis since June 2016 and we have also used the beach as an alternative to our woodland setting when the winds have been too high to run Forest School. At the time of this review we have conducted approximately 15 Beach School sessions. A group comprises up to 8 children aged from 3 to 5 years with a minimum ratio of 1 adult to 4 children. At least one adult will hold a childcare qualification and paediatric first aid qualification.

The risk/ benefit assessments in this document are in addition to the standard risk/ benefit assessments in Reflections Policy & Procedures – Risk/ Benefit Assessments, which all Reflections staff will be aware of. This document is intended to address any risk/ benefits which specifically apply to Reflections Beach School Programme and is read by all Beach School staff.

Risk/ benefit Assessment Policy Statement

Effective risk/ benefit assessment is essential to ensuring the safety and enjoyment for children and staff in the Reflections Forest School Programme. The Beach School Leader is responsible for ensuring that policies and procedures are followed. All members of staff are required to have a full understanding of the risk/ benefit assessment process.

The Risk/ benefit Assessment Process

Reflections Beach School follows a category risk/ benefit assessment system which considers activities, the site and influencing factors. The category risk/ benefit assessment system reduces repetition ensuring that staff remain effective in their role of risk/ benefit assessors. This Health & Safety Booklet includes the risk/ benefit assessments by category and is read by all members of staff involved in the Reflections Beach School Programme. The document is read in its entirety as each category assumes knowledge from the previous category, to avoid repetition.

It should be noted that, in keeping with the spirit of Reflections Beach School programme, staff seek to support children in assessing risk/ benefits for themselves on an ongoing basis **not** as part of the beginning of each session. Our approach is to trust children to plan their own experiences and assess risk/ benefit for themselves, with intervention from adults only when necessary.

Risk/ benefit Assessment Categories

- Site (including strangers and dogs)
- General Welfare & Weather
- Activities
- Emergency Procedure

Review of this document

The Category risk/ benefit assessments are amended every 50 weeks unless a new risk/ benefit is identified following a session in which case it is added as addendum to this document.

5. Site Assessment

Location **188 Goring Beach Huts, Worthing, BN12 4HX**

Assessor Martin Pace

Description **Goring Beach Front**

Debris: There is no debris on site or nearby to the site. There may be litter and debris washed up by the sea in the future, but not at present.

Dogs: Dog walkers use this site to walk their dogs. Areas are checked for faeces and safety around dogs will be discussed with children.

Flora & Fauna: The beach creates a habitat for seabirds, sea creatures and seaweed. Usual beach animals of a non-dangerous nature are present. Occasionally there may be more dangerous creatures, **particularly a washed up Portuguese Man of War**. These will be noticed and avoided.

Access: Parking the minibus on Marine Crescent and accessing the beach front via Goring gap (grassed area)

Water: There is a large amount of water on the beach and depending on the tide the water will be at varying heights. All children will be informed of the risks of the water and children will never be left unattended.

Telephones: 2 phones will be present at all time. One with each educator and both have signal on site.

2. Site Assessment Risk/ benefits identified

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1	Roads	Accident with vehicle or horse	The group	There is a grass verge that separates the beach from the road. Children are on a 1:4 ratio and will never be left unsupervised.	1	4	4	Group told their boundaries and informed where the roads are and to avoid them under all circumstances.	Leader & Staff
2	Vehicles	Accident with vehicle	The group	Barriers ensure that no vehicle can access the beach front but cars are able to park adjacent to the minibus. Quad bikes often patrol the beach front and the risks will be discussed with the children	1	4	4	Group knows what to do when a motor vehicle is approaching. Adults present when vehicles are around.	Leader & Staff
3	Litter & Debris	Cuts, trips. Entanglement. Suffocation	The group	Ensure that there is minimal litter/ debris on the beach	3 1 1	2 3 5	6 3 5	If litter/ debris is found the area is avoided	Leader & Staff
4	Rocks	Getting Trapped Broken Bones Crushed	The Group	Ensure that children only throw stones when the surrounding space is clear. Children	2	5	10	Children to be informed of large rocks and leader to be present in this	Leader & staff

		Banged head		will wear protective clothing and wellington boots with their toes covered to minimise the risk of getting cut. Ensure large rocks are checked for slippery surfaces when climbing				area at all times and ensure that rocks are safe before children go on them.	
5	Paths & Tracks	Trip, slip	The group	Be aware of uneven surfaces and slip/trip hazards.	2	2	4	Ensure the group does not run where there are hazards.	Leader & Staff
6	Groynes	Trip, slip, falling into water	The group	Look out for slippery groynes that are covered in wet seaweed and assess risks with children	3	2	6	Leader/ staff to establish the appropriateness and safety of climbing on wet groynes	Leader/ staff
7	Holes and mounds of stones	Falling. Getting trapped	The group	Be aware of location of holes and mounds. Children will want to explore these.	2 1	3 4	6 4	Leader/ staff to establish the appropriateness of leaving the main routes and to lead the group supporting exploration.	Leader/ staff

11.	Dogs	Attack Faeces.	The group	The group may encounter dogs on the beach front and are aware to be careful.	1 1	4 2	4 2	Group knows what to do when a dog is approaching.	Leader
12.	Members of the public	Interference. Abduction. Attack.	The group	Goring seafront estate is used by members of the public. Children are made aware to not talk to unknown persons. Children will never be left unsupervised	1 1 1	4 5 5	4 5 5	Appropriate ratios of adults to children are maintained. Adults to address visitors.	Leader & Staff
11.	Standing Water & rock pools	Wet/ cold. Waterborne bacteria. Drowning	The group	Never leave children unattended near water. Clean hands after playing in water.	4 2 1	1 3 5	4 6 5	Ensure risk/ benefits are discussed with children. Know where water gathers and be aware of tides	Leader & Staff
12.	Dangerous Creatures	Painful sting Possibly Fatal	The group	Beware Portuguese Man of War. DO NOT TOUCH under any circumstances. They may resemble balloons which children will be attracted to.	1	5	5	Leaders to check beach area at all times and seek immediate medical attention if anyone is stung.	Leader & Staff



5. General Welfare & Weather Assessor Martin Pace

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Weather	Hypothermia/ Sunburn	The group	Leaders to be aware of the daily weather report in advance of activities and curtail the visit if unsafe.	4	1	4	Explain to the group the actions in the case of bad weather.	Leader
2.	High Winds	Injury from falling trees and branches	The group	Leaders to be aware of high winds and children will have shelter from the wind in the beach hut if required.	2	4	8	Leader makes a decision if it is appropriate to gather children in Beach Hut owing to weather	Leader
3.	Inappropriate footwear & clothing	Hypothermia/ sunburn/	The group	The group are checked for footwear and protective clothing before leaving the nursery	4	2	8	Curtail the visit for those inappropriately dressed.	Leader
4.	Health & Welfare	Allergy resulting in reaction or anaphylactic shock	The group	Leaders to ensure that the group is well managed and ensure regular food and drink breaks	1	4	4	Ensure that allergies are identified and that any medication is carried and taken as prescribed.	Staff
5.	Sun	Sunburn	The group	Leaders ensure that sun creams & hats are taken if sun is a potential hazard.	2	2	4	Group advised to wear hats and sun protection.	Staff

6.	Medical Problems	Illness	Pre-existing medical problem	Nursery Manager to ensure that Leader is aware of any conditions and that medication is taken.	3	3	9	Leader to ensure that medicines are taken as prescribed.	Nursery Mgr and Leader
7.	Accident	Broken bones; bleeding; other injury.	The group	Leader trained in outdoor, paediatric first aid and a first aid kit to be carried at all times along with mobile phone (with coverage at the site).	2	4	8	Leader to take control of any accident situation. Mobile phone/s to be charged after each sessions.	Leader
8.	Contamination from bacteria, litter bins or flora	Nausea, vomiting, diarrhoea, infection, poisoning	The group	Leaders to ensure that children clean hands effectively after contact with dirt, water or poisonous flora. All children should clean their hands before eating and drinking.	3	2	6	Regular hand cleaning procedures, always before eating and staff to ensure provision of wipes, water.	Staff
9.	Any medical emergency		The group	Leaders to ensure that a first aid kit is always available and regularly checked for stock.				At least 1 adult should be qualified in outdoor, paediatric first aid	Staff

6. Activities

6.1 Collecting Natural Materials Assessor Martin Pace

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
2.	Flora and Fauna	Stings, scratches, bites. Anaphylactic shock.	The group	Animals and plants identified and areas avoided if deemed dangerous	4	1	4	Explain and avoid.	Staff
3.	Litter & Debris	Cutting hands	The group	Area is assessed for litter	3	2	6	Ensure the group is aware of potential hazards	Staff
4.	Rocks and stones	Bangs to the head. Trips and cuts	The group	Stones to only be thrown in to water when children are behind each other. Protective footwear to be worn that covers toes.	3	4	12	Ensure that group are aware of dangers and move carefully around the beach.	Staff
5.	Dog faeces	Infections & disease	The group	Areas chosen to avoid parts which dogs might frequent.	2	2	4	Ensure that group are aware of the potential problem. Leader to carry antibacterial wipes.	Staff
9.	Contamination	Nausea,	The	Leaders to ensure that	3	2	6	Regular hand	Staff

	from bacteria, poisonous fungi or flora	vomiting, diarrhoea, infection, poisoning	group	<p>children clean hands effectively after contact with dirt, fungi or poisonous flora.</p> <p>Any foraging to be kept to very specific plants e.g. Hawthorn leaves and agreement with children to be on a must-ask-before-eating basis.</p>				<p>cleaning procedures, always before eating and staff to ensure provision of wipes, water. Leader and staff to ensure that children are aware that many plants and fungi are poisonous and not to ingest them.</p>	
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	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Shelter collapsing	Bumps and bangs	The group	Staff to check structure of the beach hut regularly and to inform if any maintenance is required					Staff
4.	Lifting heavy items	Muscle strain or bruising injury	The group	Lifting procedures advised	2	2	4	Group should practice lifting techniques and encouraged to work as a team	Staff

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Falling from height	Head injury, broken bones, bruises, bumps and cuts	The group	The group select objects for climbing carefully and jumping off zones are free from stones and sharp objects – children and adults should check for flint together.	3	3	9	(i) Leader ensures that children are supported appropriately and that no child climbs beyond their ability or to a height which cannot be supported by staff or other children or is life threatening. (ii) Adults should remove unstable hand holds in advance of climbing.	Staff/ children

6.4 Water

Assessor Martin Pace

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Deep/ shallow water	Drowning; Getting cold; disease (standing water)	The group	Group is monitored where water is present.	1 4 2	5 1 3	5 5 6	Staff monitor children around areas of water.	Staff

6.5 Rusty Items found on site e.g. Oil drum; old chair; wheelbarrow

Assessor Martin Pace

	HAZARD	HARM	PERSONS AT RISK/ BENEFIT	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN?	BY WHOM
1.	Sharp, rusty edges. (There are no chemicals present)	Cuts and abrasions; infection	The group	Children wear gloves when handling sharp rusty items. Staff to monitor play involving these items.	2	2	4	Staff to ensure that activities which include these items are monitored and assessed.	Staff

7. Emergency Procedure

In case of an emergency – if a child or adult needs medical treatment - the following procedure should be followed:

If an ambulance is required, Dial 999 and give directions to **188 Goring Beach Huts, Worthing, BN12 4HX**

1. Call nursery and advise. [The nursery will call parents/ guardians as required]
2. If the emergency does not require an ambulance then either:
 - (i) Take child directly to Accident & Emergency at Lyndhurst Road, Worthing in the minibus ensuring 1 of the mobile phones is taken with the injured child.
 - (ii) Take child back to nursery and on to A&E [If there is enough time to take all children back to the nursery first, then this should be undertaken.]

I am a participant member of staff in Reflections Beach School Programme and have read and understood the Health & Safety Document 2016 which relates to the programme.

Name _____

Qualifications _____

Date _____

Please complete and return this sheet to the front office. Thank you.