

The Grove Primary and Nursery



Forest School Handbook And Policy



Information for staff and Parents

Contents

Page 1: Useful Information

Page 2: Vision and Philosophy

Page 3: Forest School Health and Safety

- Risk Assessments (see attachments)
- First Aid Kit and back pack contents
- First Aid Emergency procedure
- Fire Alarm procedure
- Lost/Missing child procedure
- Toileting

Page 8: Communication about Forest School

Page 9: Food Hygiene in Forest School

Page 9: Daily Operating Procedure

Page 10: Poor Weather Procedures

Page 11: Safeguarding Children at Forest School

Page 11: Inclusion and Equality within Forest School

Page 12: Behaviour Policy and Procedure

Page 12: Clothing at Forest School

Page 13: Planning and Assessment

Page 14: Procedures for tool use at Forest School

-Including fire procedure

Page 30: School Insurance Information

Page 30: First Aid Qualification Information

Page 30: Environmental Sustainability at Forest School

-Forest School location and site map

- Ecological Impact assessment and 3 year management plan

Useful Information

Address:

The Grove Primary School and Nursery

Pickersleigh Grove

Great Malvern

Malvern

Worcestershire

WR14 2LU

Tel: 01684 572516

Grid Reference: SO780461

Forest School Leaders:

Miss J Perkins

Mrs S Davies

Miss S Young

Vision and Philosophy

The 6 principles:

1. Forest School is a long-term process with frequent and regular sessions in a woodland or natural wooded environment, rather than a one-off visit. Planning, adaptation, observations and reviewing are integral elements of Forest School.
2. Forest School takes place in a woodland or natural wooded environment to support the development of a relationship between the learner and the natural world.
3. Forest School aims to promote the holistic development of all those involved, fostering resilient, confident, independent and creative learners.
4. Forest School offers learners the opportunity to take supported risks appropriate to the environment and to themselves.
5. Forest School is run by qualified Forest School Practitioners who continuously maintain and develop their professional practice.
6. Forest School uses a range of learner-centred processes to create a community for development and learning.

Reference: Horizons Magazine

Our Vision for Forest School and why we do it

We believe that at Forest School children can be original, unique and most importantly, be themselves and follow their own interests.

It gives the opportunity for children to learn through investigation and focuses on the 'how' children learn rather than the 'what' they are learning. Forest School is based on the understanding that all children have the capacity to investigate, test, and maintain a curiosity in the natural world around them. At Grove Primary we believe that children have the right to play; the right to access the outdoors, the right to assess risk and to learn through the vibrant reality of the natural world; and the right to experience a healthy range of emotions, to build a resilience that will enable continued and creative engagement with their peers and to reach their full potential.

Forest School encourages children to:

- develop personal and social skills
- work through practical problems and challenges

- use tools to create, build or manage
- discover how they learn best
- pursue knowledge that interests them
- learn how to manage failures
- build confidence in decision making and evaluating risk
- develop practical skills
- understand the benefits of a balanced and healthy lifestyle
- explore connections between humans, wildlife and the earth
- regularly experience achievement and success
- reflect on learning and experiences
- develop their language and communication skills
- improve physical motor skills
- become more motivated
- improve their concentration skills

Health and Safety Policy/Procedures

When carrying out Forest School sessions there will always be a Level 3 Forest School trained leader on site.

The ratio of adult to child will depend on the age and needs of the children and will always be at the discretion of the Forest School Leader. The maximum ratio is 1 adult to 10 children.

The forest School Leader is responsible for risk assessments and all adults supporting sessions are responsible for risk management under the direction of the Forest School Leader.

Risk Assessments:

Please see attached Rick Assessments (Appendix 1a, 1b, 1c)

- **Activity risk assessment**

All activities that carry risk will be risk assessed before the session and will be adapted for the group of children accessing the activity.

- **Daily risk assessment**

This is carried out before each session in the form of a Forest Site Sweep.

- **Site risk assessment**

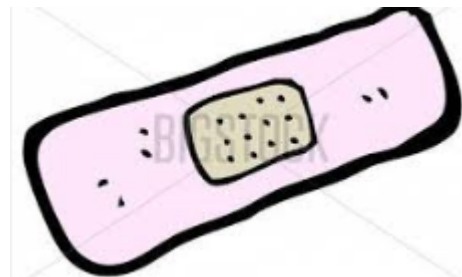
Reviewed each season unless there are any changes.

First Aid

A First Aid kit is always on site and the Forest School Leader must always be qualified in first aid and ensure their certificate is up to date (see Appendix 2).

Outdoor first aid kit should always be taken on site and contains the following:

- Triangular bandages and safety pins
- Sterile dressings and tape
- Small, medium, large plasters
- Sterile eye wash
- Guidance card for emergency services
- Disposable gloves
- Thermometer
- Scissors
- Emergency blanket
- Antibacterial hand gel and wet wipes
- Cling film



In backpack

- Medication for individual children with consent forms
- Large 2ltr bottle of drinking water
- Torch
- Fire Blanket

Every adult at The Grove Primary School and Nursery is DBS checked. If a volunteer is working with the Forest School Leader during a session and they do not have a DBS then they are not allowed to work on their own with children.

All members of staff and volunteers are asked to read the forest school handbook so they understand the ethos of forest school and their role in it.

First Aid Emergency Procedure

In the event of a first aid emergency the following will take place:

- The Forest School Leader or any other adult will shout “STOP” or blow a whistle. The children will be aware that this means an emergency and will know to get themselves safe (e.g. climb down from a tree), stay very still and wait for further instruction. If the Forest School Leader is injured then the designated second in charge (this is agreed at the start of each session) will take over.
- To get the children back to one place the adult will shout “1, 2, 3 come to me” then a head count will take place by the second in charge, whilst the Forest School Leader deals with the emergency and carries out first aid as needed. If it is the Forest School Leader who is injured then the

second in charge will phone the school office and request that the school first aider to come to the site. A staff member must stay with the rest of the children and keep them calm (e.g. sing songs, tell a story)

- The Forest School Leader will phone either the school and/or Emergency Services as necessary. If it is the Forest School Leader who is injured then the 'second in charge' will phone for an ambulance if required.

If an ambulance is required they will be asked to come to the schools back gate where a member of the office staff or the Site Manager will direct them to the Forest School site, which can be directly accessed from this entrance. So the ambulance can find the back gate easily a member of staff will wait in the street to direct the ambulance when they arrive. The Forest School Leader must carry their mobile phone at all times.

Fire Procedure if fire alarm sounds

In the event of the fire alarm sounding within school the Forest School Leader and students should follow the following procedure:

- The Forest School Leader shouts "1, 2, 3 back to me" to get all the children back together.
- The Forest School Leader must then conduct a head count and supporting adults then walk the children to the fire assembly point on the main school playground.
- If a fire on site is in progress the Forest School leader must stay and extinguish the fire with all water available.
- When the flames are extinguished the Forest School Leader must join the children.

- When informed it is safe to do so the Forest School Leader must return to the fire and complete the procedure for putting out a fire.

Lost or missing child

In the event of a pupil going missing or absconding the Forest School Leader will call the children to base camp “1, 2, 3 back to me” and do a head count. 1 adult will then stay with the children and keep them happy (sing songs etc) whilst the Forest School Leader and 1 other adult will then search the site by calling the child’s name loudly and making sure they are not hiding, visually check under bushes, round trees etc. **The pond will be checked first by the Forest School Leader.**

If they are not found within **5 minutes** the Forest School Leader will phone the school office and inform the Head teacher who would then take action following the school policy.

Toileting

A toilet run is always done before leaving the school building whilst getting into forest school clothes, if students need the toilet whilst at forest school they are aware to tell an adult who will escort them. When working with KS2 children, the adult will wait near the school door to ensure the child returns safely. In the event of the child not returning after 5 minutes the adult will make the Forest School Leader aware and will investigate the child’s whereabouts.

Communication about Forest School

Forest School is part of the Grove Primary School and Nursery Curriculum and therefore parental permission is not sought.

Communicating about Forest School		
The Forest School Leader will...		
Who?	How?	When?
Children	Initial meeting to share ethos of forest school and what sorts of things they will have the opportunity to do.	Before each new group starts.
Parents	<ol style="list-style-type: none"> 1. Initial letter to communicate that forest sessions will start for their children. 2. Text messages as reminders and a way of sharing news. 	<ol style="list-style-type: none"> 1. Each ½ term 2. Beginning of each session.
Head teacher, SLT and staff	Staff meeting to share policy and handbook/systems.	As and when necessary
Governors	Meeting with curriculum sub-committee.	1 staff meeting every 2 years.
Site Manager	Share site management plan with Site Manager.	As and when necessary

Please see attachments for examples of communication.

Food hygiene procedure

The Forest School Leader must hold a Level 2 food hygiene certificate which must be renewed every 3 years if high risk foods are to be cooked, such as meats.

Low risk foods such as bread dough, crumpets, beans, potatoes etc can be cooked without food hygiene as long as the following steps are followed:

- All children and adults must wash their hands prior to cooking/preparing food. This can be done outdoors using the wash basin, warm water, soap and tea towel.
- Adults must support children to confirm their food is cooked correctly before they eat it. Please note: marshmallows can get very hot inside so these must not be eaten straight from the fire, children must be told to wait!
- Staff must be aware of student's dietary requirements and any food allergies they have so that alternatives can be provided where possible. It is the Forest School Leaders responsibility to check with the class teacher to check allergies.
- Drinking water is provided at all times.

Daily Operating Procedure

Prior to the session:

- Risk assessments are the responsibility of the Forest School Leader to write, update and make available to staff. It is the responsibility of all supporting adults to read the risk assessments.
- A sweep of the area is the Forest School Leaders responsibility before *every session*.
- It is the Forest School leaders' responsibility to brief staff if there are any changes to normal procedures (linked to weather for example).

- The Forest School Leader will check equipment and tools before the session.
- Planning is an outline and is adjusted constantly depending on the child's interests.
- Children will get kitted up into their own clothes and a school waterproof in the classroom.
- The class register must be taken in the classroom at the start of the session and then outside a head count must be carried out before children go into the area so children are aware of looking after each other and are aware of their peers.

What to do during the session

On-going risk assessment to be carried out by the Forest School leader and all other supporting adults.

At the end of the session another head count takes place with the children.

What to do after the session

- Tool and equipment checks and safe storage.
- Evaluation/planning for next session (preferably with the children)

Poor Weather Procedures

- We will not go to Forest School if the conditions are deemed dangerous such as in high winds, during thunder storms. We will use the BBC weather online forecast to make judgments about the expected conditions. The Forest School Leader will make the decision.
- If the weather is wet for a prolonged period then Forest School sessions will be postponed to protect the ecology of the site.

Safeguarding Children at Forest School

See Health and Safety section for Forest School staffing ratios

School safeguarding procedures must be followed during Forest School sessions (see Safeguarding policy).

Staff should listen, never promise confidentiality and immediately inform the designated senior person for child protection, (DLS) or in their absence the deputy designated senior person for child protection (DDSL) who will be responsible for following the appropriate procedures.

All Safeguarding issues are confidential and should only be discussed with relevant members of staff. If adults are unsure which staff are 'relevant' they must discuss this with the Forest School leader or head teacher.

It is the responsibility of the person hearing the disclosure to record (after the session) exactly what was said.

If a member of staff or volunteer has a complaint regarding any aspect of Forest school they are advised to speak to the following people in the order in which they are listed, only progressing to the next stage if actions are not satisfactory.

1. Forest School Leader
2. Key Stage Leader
3. Head teacher
4. Governors

Inclusion and Equality within Forest School

All pupils must be able to access Forest School activities regardless of race, religion, cultural or economic background, status, political beliefs, ethnic origin, age, sex, sexuality, disability and mental or physical ability.

All activities are appropriately differentiated to meet specific needs.

Reasonable adjustments must be made to ensure that children with physical needs (wheelchair, crutches etc.) can access the Forest School site as much as possible.

Behaviour Policy and Procedure

A positive atmosphere must be encouraged and positive behaviour must be modelled by staff at all times.

Children are given warnings about what adult led activities will available.

Most poor behaviour choices at Forest School will be dealt with by discussion of the behaviour with the child and reminding them of the reason behind the rules. If the child purposely and repeatedly breaks the set Forest School rules then a conversation between child, FS Leader and class teacher will take place regarding future sessions.

If a child's behaviour is becoming unsafe and/or volatile then adults supporting the session will assess the situation and may calmly remove the child using the Team Teach approach.

If a child's behaviour has been challenging during a Forest School session a de-brief with that child must happen when back at school, after the child has had time to calm down. This must take place on the same day. This must be between the Forest School leader and the child.

Clothing

No person will be permitted to go to Forest School without appropriate clothing that will protect them from extremes of heat or cold, keep them covered to reduce the likelihood of cuts and scrapes and that fits appropriately for comfort.

Children and parents are encouraged to think about the usefulness of their clothing for outdoor activities, and to be aware **they are likely to take some of our mud home with them after a session.**

In the forest it can often be cooler than expected under the shade of the trees.

Clothing list (this is shared with parents at the start of each half term)

- ✓ Full length trousers
- ✓ Warm, waterproof coat, with a hood.
- ✓ Long sleeved top
- ✓ Warm boots or wellington boots with socks (wellies can be very cold during the winter)
- ✓ Warm Socks, and a spare pair
- ✓ Spare pants
- ✓ Gloves and Woolly hat – Cold weather
- ✓ Sun hat: that fits well to ensure good visibility– sunny weather

We work on the principle that **“there is no such thing as bad weather, only bad clothing”**.

We do have a selection of spare clothing which can be used for children who do not bring clothing from home.

School have waterproof trousers and coats which can be worn over the top of their school uniform if own clothes are not provide, however the risk of muddy school uniform increases. If parents provide their child with their own set of waterproofs this is welcomed.

Planning and Assessment

Planning: Planning for Forest School is based around the children’s interests and is child led. Planning will be adapted and changed throughout the session to take into account what the children are interested in. Only a brief outline is planned beforehand.

Assessment: During and at the end of each session assessments are made based on children's skills and interests. This information is then used to plan future sessions. During some sessions an observation may be carried out on a focused child – this is discussed beforehand with the class teacher. These observations are shared with the class teacher.

Procedures for tool use and fire at Forest School

Loppers and Secateurs (both)	
Tool used for:	<p>Pruning or cutting back wood/foilage of finger sized or smaller.</p> <p>Pruning or cutting back wood/foilage of wrist sized or smaller.</p> <p>Coppicing</p>
Transporting to FS:	<p>Locked in a box with a lid or a zipped bag.</p> <p>Carry onto the site from the onsite shed by holding the lower handle with the blade to the front and pointing slightly downwards.</p>
Safety Checks:	<p><i>The children should not see safety checks in EY/KS1 and years 3 and 4. In years 5 and 6 safety checks should be modelled and discussed with children. It is the discretion of the Forest School Leader as to whether children carry out 1:1 safety checks on tools.</i></p> <ol style="list-style-type: none"> 1. Check the handles are secure and the bolts are secure (there should be no wobble). 2. Open the tool and visually check the blade, there should be no rust, dinks, missing parts or nicks. 3. Check the sharpness of the blade using your thumb. Rub your thumb horizontally across the edge of the blade, towards you. It should feel rough if sharp. When checking the blade of the loppers ensure one handle is over the shoulder and the other is being held to ensure the blade does not close on the checkers thumb.
PPE needed (and for whom):	<p>If lopping branches above head height a hard hat must be worn.</p>
Additional Safety	No

Equipment to be used:	
Ratio Adult/Child	EY/Reception = 1:1 KS1 = 1:2 KS2 = 1:3 (ratio is a guide depending on the needs of the individuals)
Safe Body Stance:	Standing with a steady gait with both feet firmly on the ground. A sitting position can also be used. Feet shoulder width apart with a steady gait with both feet firmly on the ground. The dominant arm is normally slightly behind the other.
Safe Action:	<ul style="list-style-type: none"> • Be aware of non-working hand. • Glove to be worn on the non-working hand. • Pass to others to the handle is pointing towards to receiver. • Ensure the loppers are an appropriate size for the user. • No gloves to be worn. • When putting the loppers down in the forest the blade should be pointing upwards and leant against a tree or post. • Being aware of each other's blood bubble. • Transport them closed. • Count the tools back in.
How to Clean:	<i>The children should not see cleaning in EY/KS1 and years 3 and 4. In years 5 and 6 cleaning should be modelled and discussed with children. It is the discretion of the Forest School Leader as to whether children carry out 1:1 basic cleaning on tools.</i> <ul style="list-style-type: none"> • Carefully remove debris from the blade using a pinching action with the finger tips. • Keep the tools dry.
Storage:	Locked in the closed position. In a box with a lid or a zipped bag within a locked shed. Against the side of the shed with the blade pointing upward.
Hand Axe	
Tool used for:	Splitting wood Shaving wood / large whittling Cutting wood
Transporting to FS:	Locked box Safety cover must be on the blade
Safety Checks:	Safety checks completed on the axe must be done away from children. 1. Take the blade cover off.

	<ol style="list-style-type: none"> 2. Check the handle and axe head are secure are there is no movement. 3. Check the metal pin is in place in the top of the axe head. 4. Check the sharpness of the blade using your thumb. Rub your thumb horizontally across the edge of the blade, towards you. It should feel rough if sharp
PPE needed (and for whom):	Glove on the non-working hand.
Additional Safety Equipment to be used:	<p>We will not be swinging the axe for any Forest School activities of maintenance.</p> <p>Goggles optional and to be worn at the discretion of the Forest School Leader.</p>
Ratio Adult/Child	1:1 with all children of all ages.
Safe Body Stance:	Respect position (kneeling on one knee. Right knee on the ground if using right hand. Left knee on the ground if using left hand)
Safe Action:	<ul style="list-style-type: none"> • When using the axe with a partner “Are you ready?” must be used before any movement. • Transport around the site with blade cover on. • If axe needs to be temporary stored it can be hit into the chopping stump. To get the axe back out, knock the axe handle downwards. • When using to strip wood hold wood at an angle and chip three small chips into the wood before a stronger hit. • When using to split wood both hands must hold the axe handle. • Use a designated area (roped off) • DO not use in the rain.
How to Clean:	<ul style="list-style-type: none"> • Remove debris with fingertips using a pinching action. • Oil when needed.

Fixed Blade Knife	
<i>Tool used for:</i>	Whittling Cutting rope Splitting wood
<i>Transporting to FS:</i>	Locked box Inside a sheath
<i>Safety Checks:</i>	Safety checks completed on the fixed blade knives must be done away from children <ol style="list-style-type: none"> 1. Whilst the sheath is on, check the sheath is undamaged and secure. 2. Remove the sheath and check the handle is secure, it should not wobble at all. 3. Visually check the blade for rust, nicks and dents in the blade. 4. Check the sharpness of the blade using your thumb. Rub your thumb horizontally across the edge of the blade, towards you. It should feel rough if sharp
<i>PPE needed (and for whom):</i>	No gloves to be worn.
<i>Additional Safety Equipment to be used:</i>	No
<i>Ratio Adult/Child</i>	1:1 with EY, KS1 and years 3, 4 and 5. 1:2 with year 6 (at the discretion of the Forest School Leader)
<i>Safe Body Stance:</i>	Always hold the knife in a fist (no fingers or thumbs to be on the top of the blade). When whittling: <ul style="list-style-type: none"> • Sit with knees together and at an angle away from the working hand. • Place wood over the knees with the end you wish to whittle hanging towards the ground. • Whittle away from the legs.

	<p>When cutting rope:</p> <ul style="list-style-type: none"> • Hold the rope in a bite and rub the knife in the crease of the bit, away from the body. <p>When splitting wood:</p> <ul style="list-style-type: none"> • Place the middle of the blade on the wood. • Using the mallet tap the knife down the wood.
<i>Safe Action:</i>	<ul style="list-style-type: none"> - Point blade down with the sheath on when transporting around the site. - When removing the sheath hold the handle and using fingertips on the end of the sheath pull the sheath off the blade. - Count back in at the end of the session. - Use the correct size for the child. - Use a designated area (roped off) - Do not use in the rain.
<i>How to Clean:</i>	<p>Remove debris from the blade using fingertips in a pinching action.</p> <p>Keep the knife dry.</p>
<i>Storage:</i>	<p>Sheath on Locked box within an alarmed building</p> <p>(Knives are never to be taken off the school site)</p>

Folding Knife	
<i>Tool used for:</i>	<p>Whittling Cutting string</p>
<i>Transporting to FS:</i>	<p>Locked box</p>
<i>Safety Checks:</i>	<p>Safety checks completed on the fixed blade knives must be done away from children</p> <ol style="list-style-type: none"> 1. Whilst the blade is covered, check the outside of the pen knife is undamaged and secure. 2. Reveal the blade by holding the knife with the non-working hand and then with fingers of the working hand pull the blade up and over until a click is heard.

	<p>This means the blade is secure (check this – the blade should not wobble)</p> <p>3. Visually check the blade for rust, nicks and dents in the blade.</p> <p>Check the sharpness of the blade using your thumb. Rub your thumb horizontally across the edge of the blade, towards you. It should feel rough if sharp</p>
<i>PPE needed (and for whom):</i>	No gloves to be worn.
<i>Additional Safety Equipment to be used:</i>	No
<i>Ratio Adult/Child</i>	1:1 with EY, KS1 and years 3, 4 and 5. 1:2 with year 6 (at the discretion of the Forest School Leader)
<i>Safe Body Stance:</i>	<p>Always hold the pen knife in a fist (no fingers or thumbs to be on the top of the blade).</p> <p>When whittling:</p> <ul style="list-style-type: none"> • Sit with knees together and at an angle away from the working hand. • Place wood over the knees with the end you wish to whittle hanging towards the ground. • Whittle away from the legs. <p>When cutting rope:</p> <ul style="list-style-type: none"> • Hold the rope in a bite and rub the pen knife in the crease of the bit, away from the body.
<i>Safe Action:</i>	<ul style="list-style-type: none"> - Always transport around the site with the blade back in the knife. - Put the knife in the adults pocket when not being used during the session. - Count back in at the end of the session. - Use the correct size for the child. - Use a designated area (roped off) - Do not use in the rain.

<i>How to Clean:</i>	Remove debris from the blade using fingertips in a pinching action. Keep the knife dry.
<i>Storage:</i>	Closed position Locked box

Pruning Saw	
<i>Tool used for:</i>	Coppicing Specifically good when sawing green wood Sawing wood which is approximately a wrist width apart.
<i>Transporting to FS:</i>	Closed and blade covered with the handle. Box with a lid of a zipped bag.
<i>Safety Checks:</i>	<ol style="list-style-type: none"> 1. Check the blade is not damaged and is secure. 2. Hold the lock down and open the blade by holding the handle in the non-working hand and pull the blade up and over with the working hand until a click is heard. 3. Ensure fingers are not in the way when opening/closing. 4. The blade should be secure and not wobble. 5. Visually check the blade is not damaged, nicked or rusty. 6. DO NOT check the blades sharpness with thumb.
<i>PPE needed (and for whom):</i>	Glove to be used on non-working hand. No glove to be worn on the working hand.
<i>Additional Safety Equipment to be used:</i>	Hard hat to be worn when sawing branches above head height.
<i>Ratio Adult/Child</i>	Not to be used with EY and Reception 1:1 = KS1/Years 3 and 4. 1:2 = Years 5 and 6 All ratios at the discretion of the Forest School Leader.
<i>Safe Body Stance:</i>	<p>When sawing low branches: Respect position (kneeling on one knee. Right knee on the ground if using right hand. Left knee on the ground if using left hand)</p> <p>When standing: Secure gait with both feet on the ground at a shoulder width apart.</p>

	At the saw horse: Use the saw horse where possible. Secure gait with both feet on the ground at a shoulder width apart. Non-working hand to hold the wood on the inside of the V.
<i>Safe Action:</i>	<ul style="list-style-type: none">- Always transport around the site with the blade back in the knife.- Count back in at the end of the session.- Use the correct size for the child.- When not using put back in the tool area.- Ensure children and adults are aware of the blood bubble.- Ensure children are aware of falling branches and warn others by shouting “Timber”.- Use 3 saws in the direction of the person sawing to create a tread.
<i>How to Clean:</i>	<ul style="list-style-type: none">- Use a brush to clean the blade. DO NOT use fingers to clean the blade.
<i>Storage:</i>	Box with a lid or a zipped bag. Locked shed.

Bow saw	
<i>Tool used for:</i>	Coppicing Sawing wood of a variety of sizes.
<i>Transporting to FS:</i>	Transport with the blade cover on. Transport to site by carrying the bow saw by the arch with the blade pointing down.
<i>Safety Checks:</i>	<ol style="list-style-type: none"> 1. The blade cover must be in place with no damage. 2. Take the cover off the blade and check the blade is not damaged and is secure. The blade should have no missing teeth, no rust, dinks or nicks. 3. The blade should be secure and not wobble. It should not be bent. 4. DO NOT check the blades sharpness with thumb.
<i>PPE needed (and for whom):</i>	Glove to be used on non-working hand. No glove to be worn on the working hand.
<i>Additional Safety Equipment to be used:</i>	No
<i>Ratio Adult/Child</i>	1:1 = EY and Reception/KS1/Years 3 and 4. 1:2 = Years 5 and 6 All ratios at the discretion of the Forest School Leader.
<i>Safe Body Stance:</i>	<p>At the saw horse: Use the saw horse where possible. Secure gait with both feet on the ground at a shoulder width apart. Non-working hand to hold the wood on the inside of the V.</p> <p>When sawing low branches: Respect position (kneeling on one knee. Right knee on the ground if using right hand. Left knee on the ground if using left hand)</p>
<i>Safe Action:</i>	<ul style="list-style-type: none"> - Always transport around the site with the blade cover on. - Count back in at the end of the session. - When not using hang on the saw horse with the blade cover on. - Ensure children and adults are aware of the blood bubble.

	<ul style="list-style-type: none">- If struggling with sawing children can ask for a partner to help by using the other end of the saw and sawing together.- Use 3 saws in the direction of the person sawing to create a tread.
<i>How to Clean:</i>	<ul style="list-style-type: none">- Remove debris from the blade and handle with fingertips.- Ensure it is dry.
<i>Storage:</i>	Hung on high pegs in the locked shed.

Drills – hand drill, brace and bit and power drill	
<i>Tool used for:</i>	Making holes marking wood
<i>Transporting to FS:</i>	Hand drills - tool bag or box Power drill – in a hard box Drill bits – drill bit box
<i>Safety Checks:</i>	<ol style="list-style-type: none"> 1. Visually check all items for signs of damage, missing parts or rust. 2. Count tools in and out. Encourage children to pick up screws/nails they drop. 3. Ensure the drill bit is secure when in place. 4. Ensure all parts move with no sticking or jamming. 5. Ensure all electric tools are PAT tested and up to date. 6. Check the turning direction of the drill on electric drill.
<i>PPE needed (and for whom):</i>	No
<i>Additional Safety Equipment to be used:</i>	No gloves to be worn
<i>Ratio Adult/Child</i>	<p>Hand drills/brace and bit EY and Reception = 1:1 Years 1, 2, 3, 4 = 1:2 Years 5 and 6 = 1:3</p> <p>Power tools to be used with 8 years old and over only.</p>
<i>Safe Body Stance:</i>	<ul style="list-style-type: none"> - Respect position to be adopted (kneeling on one knee. Right knee on the ground if using right hand. Left knee on the ground if using left hand). - Do not lean on the tools. - All hair to be tied back <p>No dangling scarves/hats to be worn.</p>
<i>Safe Action:</i>	<ul style="list-style-type: none"> - Put drills down before next user – no passing.

	<ul style="list-style-type: none">- When using the hand drill with younger children or those with poor co-ordination hold the handle of the drill.- Children to be taught not to hold the object being drilled – hands out the way.- G-Clam to be used where necessary.
<i>How to Clean:</i>	<ul style="list-style-type: none">- Ensure drill bits and drills are clear of debris using finger tips to remove.- Ensure all tools are dry
<i>Storage:</i>	<ul style="list-style-type: none">- Power tools to be kept in the original, hard/waterproof box.- Hand drill/brace and bits to be kept in a zipped bag or a box with a lid.- Drill bits to be kept in original box.

Storm Kettle	
At Grove Primary we will only have open fires on our site and these fires will always be within our designated fire square.	
<i>Considerations before deciding to have a fire:</i>	<p>a) Weather – is it very windy.</p> <p>b) Children’s needs (behaviour/physical needs/emotional needs).</p>
<i>Safe Management:</i>	<ul style="list-style-type: none"> - When lighting the storm kettle Forest School leader will take control of the operation and all accompanying adults will be briefed beforehand. A lit storm kettle will not be left unattended at any point; the attending adult can be any adult, not necessarily the Forest School Leader. A storm kettle may not be lit until it has been confirmed that our fire safety equipment is in place (fire blanket, 2 buckets of water). -The storm kettle must be put within the fore square. The fire square should have no overhead trees or branches, if these appear they should be removed before any further fires. - The ground should be level and free from trip hazards. - A fire blanket is to be hung on a tree nearby, when a storm kettle is lit. -Water is to be kept nearby in a watering can (x2) and plunge bucket (x1). - To light the fire matches or a flint must be used. Flammable liquids/fire lighters are not to be used to start a fire. - Children can support making, lighting and putting out the storm kettle at the discretion of the Forest School Leader. - See ‘fire procedure’ for how to light a fire. Use a fire resistant glove to pick up the storm kettle.

Safety Precaution:	<ul style="list-style-type: none"> a) Always tie hair back so that no hair is dangling free (this includes dangling in a ponytail) b) All hats/scarfs must be tucked in and out of the way. No dangling bits should be loose. c) No gloves should be worn when tending the fire.
Safe Siting:	<ul style="list-style-type: none"> a) Seating must be 1.5 metres away from the fire square (no standing or sitting on the floor) b) No children should be in the fire pit area without permission from the Forest School Leader (if permission is given this should be 1:1 in EY and KS1/Year 3 and 4 and 1:2 in years 5 and 6) c) No throwing anything into the fire. d) If children or adults wish to move around the fire to a new stool they must step out of the circle and walk around the outside of the log circle. Even when the fire is unlit we will treat it as if it is lit.
Ratios:	<p>Storm kettles only to be used with year 2 upwards. Storm kettles are only ever to be used on a 1:1 with children and at the discretion of the Forest School Leader.</p>
How to add fuel:	<p>When the fire is set up and the kettle is on the base add fuel by wearing a fire resistant glove and putting wood (finger thickness) into the top hole of the kettle. This should be done by an adult.</p>
Instructions on how to safely lift kettle once boiled:	<p>To lift the kettle from the base once boiled, hold both edges of the handle – using fire resistant gloves.</p>
Instructions on how to safely pour:	<p>Hold the wooden part of the handle to pour. If this feels unsteady use the fire resistant gloves to support the base of the kettle. This must always be carried out by the Forest School Leader or supporting adult.</p>
How to extinguish:	<ul style="list-style-type: none"> a) Pour water onto the storm kettle to put out the flames. Turn over the metal bottom of the storm kettle with either a fire glove or a stick to remove the contents to the floor. b) Move the burnt sticks around the fire square with a stick whilst pouring water onto them. c) Make holes in the mud and pour water onto the ground.

	<p>d) Move the charcoal and place a hand on the soil/sticks. If the soil/sticks are still warm then more holes should be carried out and more water poured.</p> <p>Do not pack the storm kettle away until it is cool.</p>
--	--

Fire	
<p>Having a fire at Forest School is an essential experience for all children and supports the ethos of Forest School. It is the Forest School Leaders responsibility to ensure the safety of all pupils and adults in accordance to the risk assessment, when there is a fire taking place.</p> <p>At Grove Primary we will only have open fires on our site and these fires will always be within our designated fire square.</p>	
<i>Considerations before deciding to have a fire:</i>	<ul style="list-style-type: none"> c) Weather – is it very windy. d) Children’s needs (behaviour/physical needs/emotional needs).
<i>Safety regarding clothing and hair:</i>	<ul style="list-style-type: none"> d) Always tie hair back so that no hair is dangling free (this includes dangling in a ponytail) e) All hats/scarfs must be tucked in and out of the way. No gloves should be worn when tending the fire.
<i>Safe Siting:</i>	<ul style="list-style-type: none"> e) Seating must be 1.5 metres away from the fire square (no standing or sitting on the floor) f) No children should be in the fire pit area without permission from the Forest School Leader (if permission is given this should be 1:1 in EY and KS1/Year 3 and 4 and 1:2 in years 5 and 6) g) No throwing anything into the fire. h) If children or adults wish to move around the fire to a new stool they must step out of the circle and walk around the outside of the log circle. Even when the fire is unlit we will treat it as if it is lit.
<i>Safe Management:</i>	<p>- When lighting a fire the Forest School leader will take control of the operation and all accompanying adults will be briefed beforehand. A lit fire will not be left unattended at any point; the attending adult can be any adult, not necessarily the Forest School Leader. A fire may not be lit</p>

	<p>until it has been confirmed that our fire safety equipment is in place (fire blanket, 2 buckets of water).</p> <ul style="list-style-type: none"> -The fire pit should have no overhead trees or branches, if these appear they should be removed before any further fires. - The ground should be level and free from trip hazards. - Once the fire is lit then a member of staff must stay with the fire at all times. - A fire blanket is to be hung on a tree nearby, when a fire is lit. -Water is to be kept nearby in a watering can (x2) and plunge bucket (x1). - To light a fire matches or a flint must be used. Flammable liquids/fire lighters are not to be used to start a fire. - All students and staff should be informed that no sticks are to be thrown into the fire once it is lit. - Children can support making, lighting and putting out the fire at the discretion of the Forest School Leader.
<p><i>Safe Extinguishing:</i></p>	<ul style="list-style-type: none"> e) Pour water onto the fire square. f) Move the burnt sticks around the fire square with a stick whilst pouring water onto them. g) Make holes in the mud and pour water onto the ground. h) Move the charcoal and place a hand on the soil/sticks. If the soil/sticks are still warm then more holes should be carried out and more water poured.