



Wingrove Primary School

Forest School – Emergency Action Plan

At least 1 qualified outdoor first aider on site at all times.

On Forest School site

- Secure area and rest of children moved away safely away from the incident that has occurred when possible.
- Contact school staff for help via walkie talkie system (send adult/child for help).
- Assess and remove risk to self.
- Forest school first aider to administer first aid until help arrives.
- Check emergency services have been contacted where necessary.
- School contact parent/ carer/next of kin.
- No information to be leaked to other parents/carers regarding incident.

School fire alarm

- Forest school leader to blow whistle 3 times in quick succession to bring group together.
- Count children and other members of group, when happy proceed with group to designated fire assembly point (either KS1 or KS2 yard).

Off school site

- Secure area and rest of children moved away safely away from the incident that has occurred when possible.
- Assess and remove risk to self.
- Assess casualty.
- Additional adult to seek help when necessary (ring 999/ring school).
- Provide relevant details of site (address, postcode, grid reference).
- Ensure school contact parent/carer/next of kin to keep them informed.
- Forest school first aider to administer first aid until help arrives.
- Keep record of important information that may be needed to pass on.
- Check on rest of group and ensure their safety.
- No information to be leaked to other parents/carers regarding incident.
- Member of staff to go in ambulance if parent/carer cannot be contacted.
- Head count to be carried out whenever group move from point to point.

In case of Forest School fire

- Forest school leader to blow whistle 3 times in quick succession to bring group together.
- Count children and other members of group, when happy proceed with group to designated fire assembly point (either KS1 or KS2 yard).
- Leader to attempt to extinguish fire as long as safe to do so.
- If fire is out of hand, leader to leave area and contact school office to contact emergency services.

All accidents and incidents must be recorded in the first aid log, and incidents must always be reported to the head teacher and logged onto an incident report form and a health & safety executive informed if major incident has occurred. All minor injuries can be dealt with on site.

Forest School – Use of Fires Policy

At Wingrove we believe the use of fires is an integral part of our Forest School practice. Any fires used are managed through detailed risk assessments. **Only fully qualified Forest School Leaders are permitted to light, supervise and extinguish fires.**

Aims

- Educate about fire safety
- Teach life skills/cooking
- Educate about different types of fires
- Provide warmth
- Provide social interaction/focal point

Fires Procedures

Campfires

1. Check site – weather, wind direction, ground
2. Prepare/collect resources – timber, kindling, tinder, fire strikers, cotton wool, water, spade, gloves, and fire first aid kit.
3. Children to enter fire pit area in single file in an anti-clockwise direction, following the outside of the benches.
4. Children step over the seating to sit on the benches.
5. Children must remain seated and not encroach on the fire unless instructed to.



6. Children are not permitted to add anything to the fire unless instructed by a Forest School Leader.

Extinguishing

All fires must be extinguished at the end of every fire session and checked 30 minutes after the fire has been extinguished.

1. The fire will be soaked in water, starting with an outer ring before moving to the centre of the fire.
2. If not using fire pit, use a spade to scatter the ash litter to ensure it is completely extinguished.

It is Wingrove School policy not to use a Kelly Kettle at this time.

Forest School – Use of Tools Policy

Aims:

To provide opportunities for perceived risk

Develop teamwork/common skills

Maintains and look after site

Develop lifelong skills

Build self-esteem and confidence

Using and Storing Tools

Tools will be maintained and stored by the Forest School Leaders and will be counted and inspected before and after every session. Most tools will be stored in a designated locked filing cabinet in the PE Office. Any remaining larger items are stored in a box in the PE Office which is locked when not in use.

1. Staff to child ratio is at the discretion of the Forest School Leader. For example, in Early Years tools are used on a 1:1 basis. As the children age, ratios may change and will depend on the tool in use.
2. Tools will be kept in a designated Forest School tool area.
3. A tool talk will be delivered at the beginning of each session and laminated reminders placed in easy access.
4. The respect position will be taught and used when safe and appropriate.

Tool talks on following page

<p>Bow Saw This is my BOW SAW This is the handle. This is the blade cover. I take the cover off like this. This is the blade. This is the cutting edge. When we have finished sawing I put the cover back on like this. I stand with my bow saw like this. I walk with my bow saw like this. I pass my bow saw like this. When I use my bow saw I use it two arms and a tool away from anyone else except my partner like this. I use the bow saw to cut anything bigger than a 2 pence piece. I wear a glove on my helper hand. When I am not using my bow saw I put it down with the handle facing out and the blade facing in. When I have finished using my bow saw I put it in the designated place or in the toolbox provided.</p>	<p>Bill Hook This is my BILL HOOK This is the handle. This is the blade. This is the cutting edge. I stand with my bill hook like this. I walk with my bill hook like this. I pass my bill hook like this. When I use my bill hook I use it two arms and a tool away from anyone else except my partner like this. I use my bill hook to cleave (split) wood. I have bare hands on the tool. When I am not using my bill hook I put it down with the handle facing forward and the blade facing in. When I have finished using the bill hook I put it in the designated place or in the toolbox provided.</p>
<p>Loppers This is my pair of LOPPERS This is the handle. This is the blade. This is the cutting edge. I stand with my loppers like this. I walk with my loppers like this. I pass my loppers like this. I use my loppers' two arms and a tool away from anyone else except my partner like this. I use my loppers to cut anything smaller than a 2 pence piece. I have bare hands on the tool. When I am not using my loppers I put them on the ground with the handle facing forwards and the blade facing behind me. When I have finished using my loppers I put it in the designated place or in the toolbox provided.</p>	<p>Sheath Knife This is my SHEATH KNIFE This is the handle. This is the sheath. I take the sheath off like this. This is the blade. This is the cutting edge. When not using it I put it back in the sheath like this. I stand with my sheath knife like this. I walk with my sheath knife like this. I pass my sheath knife like this. I use my sheath knife two arms and a tool away from anyone else. I always use it on the outside of my body and away from me. When I use it for cutting string and whittling I wear a glove on my helper hand. When I have finished using my knife I put it in the designated place or in the toolbox provided.</p>