



## **Health and Safety Policy**

Grass Roots Forest School considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Grass Roots Forest School has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the **Health and Safety** policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending session
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

## **Responsibilities**

The Director for the setting hold ultimate responsibility and liability for the safe operation of the organisations activities. They will ensure that:

- All staff receive information on health and safety matters, and receive training where necessary
- The **Health and Safety** policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Risk Benefit assessments are in place for all sites and regular activities
- Resources are provided to meet health and safety responsibilities

- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

## **Lead responsibilities**

The Leads are responsible for ensuring that at each session:

- Everyone working or volunteering at the session has seen the up to date risk benefit assessment for the site.
- Premises are clean, well lit, adequately ventilated (if indoors) and maintained at an appropriate temperature
- All equipment is safely and securely stored in between sessions
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather
- Daily environment checks are carried out and recorded.

## **Risk Benefit Assessment**

Each site has an up to date Risk Benefit assessment that takes into account physical features and regularly undertaken activities. These should be updated after an accident or incident that requires a change in procedure or practice. Dynamic Risk Benefit assessment should be used for situations that occur and are not covered by written Risk Benefit assessments. See Appendix for Dynamic Risk Assessment Flow Chart and Play Balance Diagram

## **Security**

Children are not allowed to leave the session premises during the session unless prior permission has been given by the parents or on site pre-agreements are taken into consideration.

During sessions all external entrances are kept locked except where operational protocols say otherwise, with the exception of fire doors (if indoors.) Staff monitor the entrances and exits to the premises throughout the session.

All visitors to the session must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children. When working on other school sites their protocols are followed.

Security procedures will be regularly reviewed by the lead and in consultation with staff and parents and if on school sites.

## **Equipment**

All tools, furniture, toys, loose parts and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys, loose parts and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

## **Food and personal hygiene**

Staff at Grass Roots Forest School maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

A generally clean environment is maintained at all times where practicable.

- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff are trained in food hygiene where applicable and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.

- Staff ensure that children wash/sanitise their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

### **Dealing with body fluids**

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

### **Manual Handling**

Manual handling is one of the major causes of absence through injury in the workplace. At Grass Roots Forest School we work with our staff, provide training, and undertake risk assessments in order to eliminate hazardous manual handling activities as far as possible.

This policy is written with reference to the *Health and Safety at Work Act 1974*, which places a duty on employers “to ensure so far as is reasonably practicable, the health, safety and welfare of its employees”, and to the *Manual Handling Operations Regulations 1992 (as amended)*.

### **Procedure**

In order to limit the risk of injury from manual handling operations, we will:

- Eliminate hazardous manual handling activities, as far as is reasonably practicable
- Assess the risks associated with any manual handling activities that cannot be avoided.

The purpose of the risk assessment is to reduce the risk of injury to the lowest possible levels, and should consider:

- The task
- The load
- The individual undertaking the task
- The working environment.

The main manual handling hazard is likely to be the setting-up and clearing-away of equipment. This is unavoidable, but staff should carry out the operation with reference to the guidance given in the manual handling training that we provide. It may be necessary to seek the assistance of

an additional member of staff in order to minimise the risk of injury, for example when carrying tables and other heavy or bulky items.

### **Employee's duties**

It is the responsibility of all staff to:

- Comply with any instructions and training provided in safe manual handling techniques
- Not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities
- Report to the Manager any problems which may affect their ability to undertake manual handling activities, including physical/medical conditions (eg pregnancy, back problems).

### **In summary**

**Avoid** Whenever possible, avoid manual handling situations.

**Assess** If avoidance is not possible, make a proper assessment of the hazard and risks.

**Reduce** Reduce the risk of injury by defining and implementing a safe system of work.

**Review** Review your systems regularly, to monitor the overall effectiveness of the policy

### **Staffing levels**

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time. No lone working.

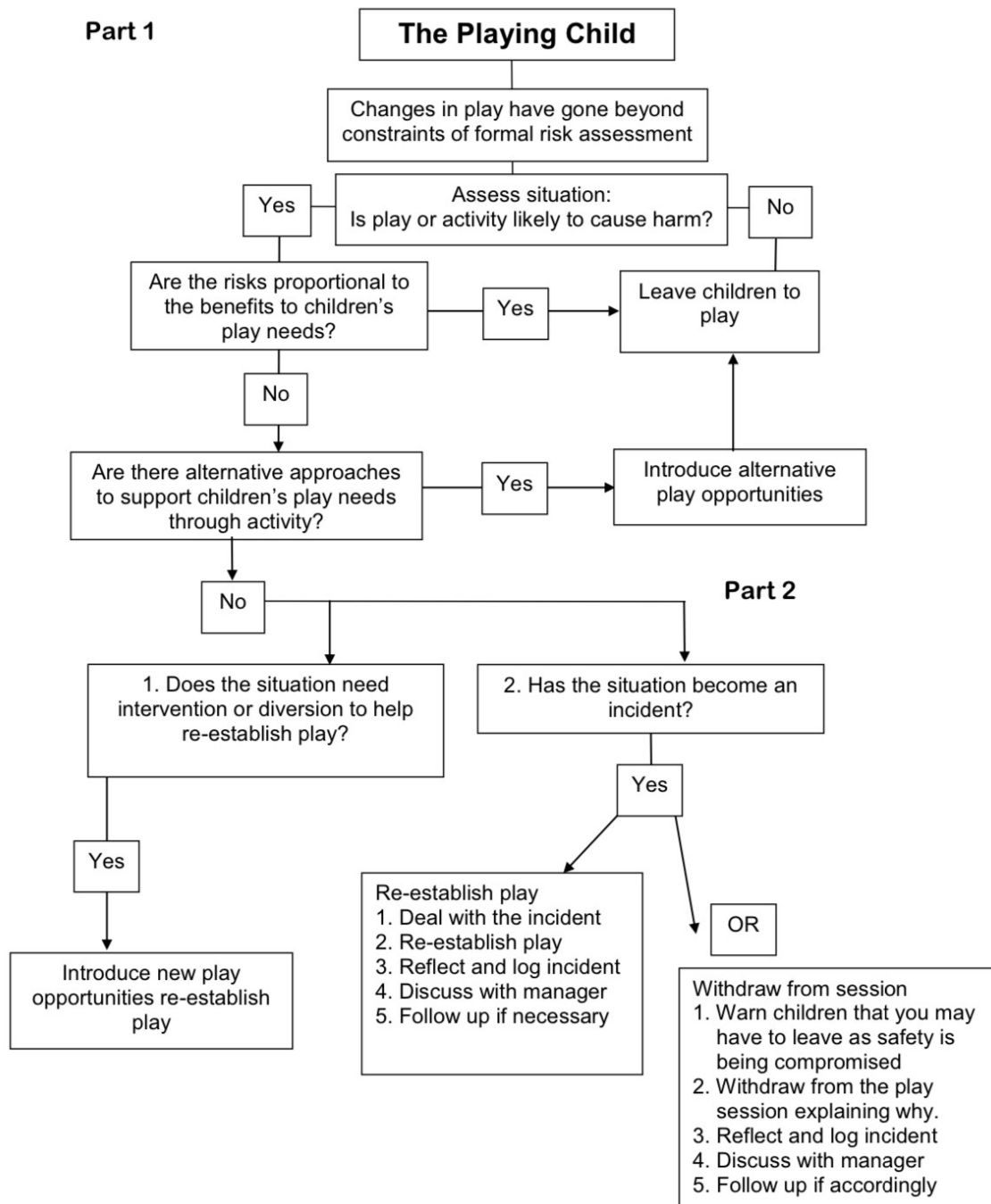
### **Related policies**

See also our related policies: **Illness and Accidents, Safeguarding, Administering Medication, Manual Handling, and Intimate Care.**

This policy was adopted by: Grass Roots Forest School	Date Jan 2025
To be reviewed: Jan 2026	Signed: V.Faulkner

# Dynamic Risk Assessment

## Part 1



## The 'risk-benefit balance' (Ball, 2002)

### THE PLAY BALANCE



#### BENEFITS

Play value

- social
- physical
- psychological learning
- How to cope with real risks

Learning

- how to cope with real risks

Reduced risk exposure

- relocates children from greater exposure

#### DISBENEFITS

Accidents

Costs of provision

- capital
- revenue

Litigation

Bad publicity

#### CHARACTERISTICS OF BENEFITS/DISBENEFITS

Intangible

A matter of belief

The whole picture

Not really amenable to measurement

Gestalt therapy

Value driven

Tangible

All too real

The reductionist view

Measurable by science

Evidence-based therapy

Value-driven