



## Health & Safety Policy & Procedure

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## **Health & Safety Policy & Procedure**

### **1. Policy Statement**

**1.1** Wild Ember's policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all who engage with our programmes and to provide such information, training and supervision as they need for this purpose.

**1.2** We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of Wild Embers, children, young people, staff, volunteers, contractors, visitors and others who may visit our office and any associated buildings or sites Wild Embers use.

### **2. Scope**

**2.1** This policy covers all information involving the people we work with, henceforth referred to as 'young people' and 'adults'.

**2.2** This policy applies to all full and part-time paid staff as well as volunteers at Wild Embers, all staff, trustees and associates. For the purpose of this policy any reference to Wild Embers staff will include all those mentioned above.

**2.3** The policies and procedures outlined in this document cover all aspects of Wild Ember's work across all sites and is intended to brief and inform the entire organisation's health and safety practice

**2.4** Several Wild Ember's policies are to be applied in conjunction with this policy they include:

- **Wild Embers Risk Management Policy**
- **Wild Embers Code of Conduct**
- **Wild Embers Safeguarding Policy & Procedure**
- **Wild Embers Safer Recruitment Policy**

### **3. Health & Safety Policy**

**3.1** Wild Embers is committed to creating a safe and healthy working environment for all our staff and young people who engage with our programmes.



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**3.2** Wild Embers intends to uphold health and safety best practice inline with its statutory obligations, namely the Health and Safety at Work Act 1974.

**3.3** To uphold health and safety best practice, particular attention will be given to ensure that there are proper, clear arrangements for the organisations management and control of health and safety.

**3.4** Outlined within Wild Embers Health & Safety Procedure, will be clear guidelines on how staff or young people can report health and safety concerns quickly and easily and without consequence of doing so.

**3.5** Wild Embers intends to provide a safe place of work including safe means of access and exit of all buildings and sites we use

**3.6** Wild Embers intends to provide a healthy working environment including adequate facilities, e.g. Welfare and hygiene facilities

**3.7** Wild Embers intends to make clear use of risk assessments for all activities and staff within the organisation

**3.8** Wild Embers intends to provide appropriate induction and training of new members of the organisation in all reasonable aspects of health and safety, in line with our Safer Recruitment Policy and workplace best practice

**3.9** Wild Embers intends to conduct regular health and safety inspections and audits

**3.10** Wild Embers intends to ensure the safe storage of chemicals and harmful substances (COSSH) and harmful objects

## **4. Wild Embers Staff Responsibilities:**

**4.1** Wild Embers staff must take reasonable care for the health and safety of themselves and others who might be affected by their acts or omissions.

**4.2** Wild Embers staff must not intentionally interfere or misuse anything provided in the interests of health and safety



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- 4.3** Wild Embers staff must comply with safety rules, operating instructions and working procedures
- 4.4** Wild Embers staff must use protective clothing and equipment when it is required
- 4.5** Wild Embers staff must report any fault or defect in equipment immediately to the appropriate person
- 4.6** Wild Embers staff are to report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- 4.7** Wild Embers staff must read and adhere to all Wild Embers policies and procedures and the designated risk assessment for the activity they take part in

## **5. Roles and Responsibilities**

- 5.1** The Directors of Wild Embers are responsible for the implementation of the Health and Safety Policy and Procedures
- 5.2** The Director of Wild Embers; Richard Scofield, is the designated health and safety officer of the organisation. It is his task to ensure that arrangements are in place to satisfy health and safety regulations and the policies and procedures outlined in this document
- 5.3** Specific responsibilities may be delegated to other staff. As the organisation grows, the names of responsible persons will be notified and the list amended accordingly

### **Health & Safety Officer**

- 5.4** The responsibility of the health and safety officer shall be to:
  - 5.4.1** Be familiar with health and safety regulations as far as they concern office and site premises
  - 5.4.2** Be familiar with the health and safety policy and arrangements and ensure they are observed
  - 5.4.3** Ensure so far as is reasonably practicable, that safe systems of work are in place
  - 5.4.4** Ensure the buildings are properly maintained inside and outside and all areas are clean and tidy.
  - 5.4.5** Ensure that safety equipment and clothing is provided and used by all personnel where this is required



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- 5.4.6** Ensure that all equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 5.4.7** Ensure that adequate access and egress is maintained
- 5.4.8** Ensure adequate fire fighting equipment is available and maintained
- 5.4.9** Ensure that food hygiene regulations and procedures are observed.

## **6. Health & Safety Procedures**

### **Accidents and First aid**

**6.1** A fully stocked First aid kit is made available at each and every forest school or nature based activity, in a clearly marked First Aid Kit Bag, whose whereabouts is made clear to all. Trained/qualified first aiders are to be nominated at each site at every session.

**6.2** The accident book(s) is located at:

**2 Hood Cottages, Dartington, Totnes, England, TQ9 6AB**

**6.3** All accidents and incidents are entered in the accident book or on an Accident report form and our insurers advised. (A specimen Accident report form is available upon request.)

**6.4** An adequately trained first aider must be on site at all times. Appropriate qualification for Forest School activities is an Outdoor First Aid Level 3 & Paediatric First Aid qualification, which must be in place for the designated first aider.

### **RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

**6.5** These accidents will be reported by the responsible person. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than three days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

**6.6** There are three requirements for reporting, as follows:

- 6.6.1** Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508



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- 6.6.2** Accidents involving the injured person losing more than three consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within ten days on form F2508
- 6.6.3** Reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

### Accident reporting

**6.7** The quickest and easiest way to do this is to call the Incident Contact Centre and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records. The ICC Consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority and you will be sent a copy of the information recorded which you can file – this meets the RIDDOR requirement to keep records of all reportable incidents. You can also send reports by post or email.

www.riddor.gov.uk  
Tel. 0845 300 9923  
Fax. 0845 300 9924  
Email: riddor@connaught.plc.uk  
Incident Contact Centre, Caerphilly  
Business Park, Caerphilly, CF83 3GG.

### Recording

- 6.8** Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992. It is the responsibility of the designated health and safety officers to insure accidents, disease and dangerous occurrences are recorded in HSE format

### The HSE Accident Book will kept in the following locations:

- Wild Embers, 2 Hood Cottages, Dartington, Totnes, England, TQ9 6AB



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### **Fire safety**

**6.9** Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- 6.9.1** An assessment of the fire risks on the sites we use, and associated buildings, and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
- 6.9.2** A check that a fire can be detected in a reasonable time and that people can be warned
- 6.9.3** A check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- 6.9.4** To provide reasonable fire fighting equipment
- 6.9.5** A check that those in the building know what to do if there is a fire
- 6.9.6** A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

### **Fire Extinguishers and Fire Alarm System**

- 6.10** Once Wild Embers has its own site and Fire Alarm system, this will be serviced bi-annually by the local Fire Dept, and the fire certificate put on display in the reception area.
- 6.11** For nature based activities, a water bucket and/or fire blanket will be present to put out fires where needed
- 6.12** It is the responsibility of the forest school leader, or activity leader to ensure fire's are managed safely and put out, right out once the session is finished.

### **Evacuation Procedure**

**6.12** Our procedures for Stewarding/Evacuating are as follows:

**6.13** When the fire alarm rings, or staff give a vocal warning, all staff and people will evacuate via the safest and nearest fire exit point as indicated by signage or accessible paths.

**6.14** For an evacuation the emergency services will be contacted by a person designated by the fire warden.

**6.15** A named fire warden is responsible for using a fire extinguisher or fire extinguishing device if it is deemed appropriate. Additionally the fire warden will be the last person to leave and will ensure the space is cleared before evacuating to the meeting point.

**6.16** Evacuation drills will be held every six months. All staff should ensure they are familiar with the escape routes and ensure these are kept clear and unobstructed. Any person that



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is visiting Wild Embers on behalf of a staff member should be looked after by the staff member. At all gatherings on Wild Embers premises a general housekeeping should be included on all agendas at the start to alert attendees of evacuation procedures.

### **6.17 If you discover a fire (no matter how small)**

- 6.17.1** Immediately raise the alarm
- 6.17.2** Telephone the emergency services
- 6.17.3** Check the building for occupants
- 6.17.4** Tackle the fire if possible and within your capability, using the appliances provided, but without taking personal risk
- 6.17.5** If not possible to tackle the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
- 6.17.6** Evacuate to the designated assembly point
- 6.17.7** Ensure clear access for the emergency vehicles

### **Electronics and Portable Appliance Testing (PAT)**

**6.18** All Wild Embers property is tested annually to ensure it complies with safety standards. Electricity is the cause of most office based fires, so if you notice anything that does not seem right to you (e.g. A frayed cable, or loose connections or trailing leads), please report it to the Directorate.

### **6.19 Preparation of food**

- 6.19.1** We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
- 6.19.2** We ensure that all food handlers have received adequate supervision, instruction and training
- 6.19.3** We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
- 6.19.4** Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
- 6.19.5** Food stuffs may only be prepared in the following areas: Kitchens at relevant community centres or sites used by Wild Embers
- 6.19.6** Only persons who have received the appropriate training may prepare and serve foodstuffs
- 6.19.7** We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures

### **Use of Visual Display Units (VDUs)**





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- 6.20** All staff who will be working at a VDU with any consistency are entitled to have an eye-test, the cost of which, together with the cost of corrective lenses necessary for VDU work, will be covered by the organisation.
- 6.21** No staff members should work continuously at a VDU. Guidelines will be issued from time to time.

**Any queries about such work, or relevant information, should be directed to the Head of Operations.**

**6.22** Wild Embers shall plan the activities of each user so that the user's work on display screen equipment is periodically interrupted by breaks or changes of activity.

**6.23** In most tasks, natural breaks or pauses occur as a consequence of the inherent organisation of the work. Whenever possible, jobs at display screens should be designed to consist of a mix of screen-based and non screen-based work to prevent fatigue and to vary visual and mental demands.

**6.24** Where spells of intensive display screen work must be undertaken, these should be broken up by periods of non-intensive, e.g. in some data or text entry tasks requiring sustained attention and concentration, rest breaks or pauses should be introduced. Where the display screen work involves intensive use of the keyboard, activities such as writing or knitting should be avoided during rest breaks.

### **Rest Breaks**

**6.25** It is not appropriate to lay down requirements on rest breaks which apply to all types of work; it is the nature and mix of demands made by the job which determine the length of break necessary to prevent fatigue. But some general guidance can be given:

- 6.25.1** Rest breaks should be taken before the onset of fatigue, not in order to recuperate; and when performance is at a maximum, before productivity reduces. The timing of the break is more important than its length.
- 6.25.2** Periods of rest should be included in working time and not result in longer hours.
- 6.25.3** Short, frequent breaks are more satisfactory than occasional, longer breaks, e.g. a 5-10 minute break after 50-60 minutes is likely to be better than a 15 minute break every 2 hours.
- 6.25.4** If possible breaks should be taken away from the screen.
- 6.25.5** Informal breaks, that is time spent not viewing the screen, e.g. on other tasks, appear from study evidence to be more effective in relieving visual fatigue than formal rest breaks. Where practicable users should be allowed some discretion as to how they carry out tasks; individual control over the



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nature and pace of work allows optimal distribution of effort over the working day.

- 6.25.6** If users given total discretion forego breaks in favour of a shorter working day, they are likely to suffer fatigue. Employers reserve the right to lay down minimum requirements for the frequency of breaks while allowing users some flexibility.

## 7. Nature Based Activities

- 7.1** A thorough risk assessment will be in place ahead for all nature based activities at all our sites.
- 7.2** The preparation of food is to be undertaken only by those appropriately trained. See section 6.19 for further details on food preparation
- 7.3** Wild Embers will Obtain detailed weather forecast before each activity. Be prepared to abandon activities if conditions deteriorate and the safety of participants is compromised.
- 7.4** Wild Embers policy is to assess wind strength before holding nature based activities in woodland settings. This is due to potential dangers presented by falling limbs, branches and trees. It is not recommended to hold activities in winds of more than 40mph. It will be at the discretion of the forest school leader if it is safe to enter the woodland and hold a session, taking into account wind direction, apparent wind speed, tree species and the local forecast.
- 7.5** All participants parents or carers will be thoroughly briefed prior to attending about the type of clothing suitable for the activity and weather conditions. It is advised participants bring the following clothing and equipment:
- Waterproof jacket, trousers and / or dungarees. (Please note that all-in-one waterproofs are not recommended as they make toileting very difficult for your child.
  - Backpack that sits comfortably on your child's shoulders.
  - Warm waterproof boots, neoprene or fleece lined wellies are ideal with thick warm socks.
  - Long trousers. We recommend base layer leggings of merino wool or wool and polyester blend underneath the waterproof trousers.



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In summer trousers can be lightweight or replaced with shorts, although the more your child's skin is covered the better, for protection from the sun and ticks. We recommend a rash vest suit or separate rash vest and trousers.

-Long-sleeved top. This should be worn in summer as well as winter to protect from scratches, bites and the sun as well as for warmth. Please avoid cotton clothing as cotton soaks up sweat which will leave your child cold. A base layer of merino wool or merino wool and polyester mix works well under the waterproof jacket. In colder weather two additional layers should be added so that your is wearing a base layer top, long sleeved top, good quality fleece and their waterproof jacket. In summer a long-sleeved rash vest could be worn.

-A winter hat or sunhat. Your child's winter hat should fit under the hood of their waterproof jacket so one without a bobble is most ideal.

-Knitted gloves should be worn in cold weather with a waterproof outer glove. It is best if your child has a spare pair of knitted gloves in their backpack in case the original pair get wet.

- In the summer crocs or wetsuit shoes may be brought along for paddling in the stream

- Appropriate factor sun block / sun cream in summer, which is child appropriate and recommended factor 50+

- Water bottle

- Snacks and drinks

- Prescribed medications: e.g. asthma inhalers, insulin syringes

### 7.6

The leadership time will ensure that all participants and supervising adults apply sun block of a sufficiently high factor to exposed areas prior to outdoor day time activities. The leadership team will also ensure that all participants and supervising adults drink plenty of water before, during and after each activity

### Fire Hazards

**7.7** Fire keeper responsible for safety around the fire

**7.8** Naked flames not permitted in tents. No hurricane/gas lamps permitted in tents. Tents to be pitched well away from fire sites. No smoking permitted in tents

**7.9** Lit fires will be directly supervised by responsible adults at all times. Participants will be made aware of location of fire points & water supply.

**7.10** A seating area will be designated for group. No running or jumping will be permitted near fire.



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- 7.11 All participants will be advised of the dangers of high melting risk with man made fabrics in clothing i.e. Nylon, polyester etc.
- 7.12 All participants to be advised to wear low melt hazard clothing i.e. wool and cotton.
- 7.13 A fire bucket will be kept near to campfires at all times.
- 7.14 Fires will be fully extinguished after use.
- 7.15 Staff will receive a clear and precise demonstration of the use of cooking stoves and other related equipment.
- 7.16 Only approved sites will be used for fire building.
- 7.17 Fires will be fully extinguished after use.
- 7.18 Fires will not be lit near flammable objects or under any shelter.
- 7.19 Staff will be instructed on safe carrying of wood. Gloves will be worn when necessary.

## 8. Risk Assessments

- 8.1 Comprehensive risk assessments are to be undertaken to cover all aspects of Wild Ember's work across all sites and including all individuals who engage with our programmes
- 8.2 Wild Ember's Risk assessments are designed to be 'dynamic' and 'live' meaning they are to be adapted and updated regularly to suit the activities going on at the time.
- 8.3 Risk assessments are designed to mitigate for risk prior to the activity taking place. All participants in the activity are encouraged to be privy to its contents
- 8.4 It is the responsibility of the designated health and safety officer to inform and act on the actions laid on in the risk assessment templates and to brief and inform the participants
- 8.5 The following Risk assessments are to be completed, regularly updated and always consulted prior to all work Wild Embers staff (including volunteers) undertake:
  - Site Based Risk Assessment
  - Activity Based Risk Assessment
  - Equipment Risk Assessment
  - Learner Risk & Needs Assessment
- 8.6 It is the responsibility of the designated health and safety officer that risk assessments are read and adhered to by all staff members and volunteers, regularly updated where new perceived risks emerge and reviewed at minimum, annually.
- 8.7 **Site Based Risk Assessments:** Site based risk assessments should factor in the potential risks presented by the site in question. These should include, access and exits, fire escapes if relevant, tree and flora dangers, dangers presented by bodies of water, and so forth. Risk ratings should be on the HSE recommended scale.



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- 8.8 Activity Based Risk Assessments:** activity based risk assessments should give a full breakdown of each activity and the inherent risks within. Presenting the risks to learners / participants and staff and how these can be mitigated. Risk ratings should be on the HSE recommended scale.
- 8.9 Equipment Based Risk Assessments:** equipment based risk assessments should give a full breakdown of each piece of equipment (particularly tools) and the inherent risks they carry when used. Presenting the risks to learners / participants and staff and how these can be mitigated. Risk ratings should be on the HSE recommended scale.
- 8.10 Learner Risk & Needs Assessments for SEND learners:** learner risk assessments should be drawn up upon referral. Referrers will be requested to provide a risk assessment for each learner including a detailed history of past incidences which require explanation. Such as use of physical violence, risk of self harm, of absconding and so forth.
- 8.11** If a risk assessment is not present upon referral it is the responsibility of Wild Embers staff to draw up a risk assessment which in turn should inform the learners needs assessment.
- 8.12** Learner Risk assessments should be updated regularly and tailored around the needs of the child. Risk assessments should be reviewed ahead of group activities and updated should potential conflict arise in the group.

## 9. Conclusion

- 9.1** No Health and Safety Policy is likely to be successful unless it involves the staff themselves, and the directorate of Wild Embers will co-operate fully with any individual or representative body which wishes to bring defects or deficiencies in existing provisions to their attention.
- 9.2** Staff should be aware that untidy work areas are both a safety and a fire hazard.
- 9.3** All electric bulbs and plugs should be changed only by authorised personnel, at the request of the administration.
- 9.4** The Directors of Wild Embers have overall responsibility for the Health and Safety Policy.



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<b>DATE WRITTEN/REVIEWED</b>	<b>WRITTEN BY</b>	<b>APPROVED BY DIRECTORS</b>
20.03.24	Richard Scofield	Dawn Shade
20.03.23	Richard Scofield	Dawn Shade
30/03/2022	Richard Scofield	Dawn Shade
01.12.20	Richard Scofield	Dawn Shade
06.05.2019	Richard Scofield	Dawn Shade
06.05.2018	Richard Scofield	Dawn Shade