

# Charlotte's Forest School



## Health & Safety Policy (for those on training courses)

## Health and Safety Policy for Charlotte's Forest School Staff

### 1. Introduction

- 1.1 Charlotte's Forest School requires trainers and assessors to observe the Health and Safety Policies and risk assessments of Charlotte's Forest School
- 1.2 Charlotte's Forest School requires trainers and assessors to observe the Health and Safety Policies and risk assessments of the venue used.

### 2. Venue Checklist

- 2.1 Charlotte's Forest School requires the tutor, to assess the course venue to confirm it is a safe place of work, prior to course commencement:
  - a) Fire escapes are clearly marked and adequately maintained and not obstructed.
  - b) Fire fighting equipment is clearly marked and placed and fire marshals nominated.
  - c) Access to training rooms is clear and safe.
  - d) Lighting, heating and ventilation is adequate.
  - e) Computers/projectors (if provided) for training have been PAT tested.
  - f) Washing and toilet facilities are adequate and appropriate for gender mix.
  - g) First aid and accident reporting procedures are in place.
  - h) Any other relevant matters coming to the attention of the tutor.

### 3. Charlotte's Forest School For tutors regarding specific qualification delivery

- 3.1 General
  - a) Introduce and follow all Charlotte's Forest School policies in place to protect the interests of candidates as soon as is practicable.
  - b) Sessions will not exceed 2 hour before comfort break is organised
  - c) Follow guidance regarding lifting and handling course equipment.
  - d) Confirm safe arrival home after course by phone, fax, text or email to allow us to comply with the essence of lone worker regulations.
- 3.2 Forest School qualifications:
  - a) Ensure all students wear appropriate PPE for practical tasks.
  - b) Ensure that all tools and equipment are safe to use and that they are stored safely both within practical sessions and between sessions.
  - c) Carry our risk-benefit assessments for all activities involving a risk to students (see individual activity risk-benefit assessments)
  - d) Ensure all practical skills (e.g. tool use, fire lighting, shelter erection, etc.) are demonstrated by the tutor and are carried out in a safe and proper manner by students.
  - e) Ensure appropriate supervision ratios for practical tasks.
  - f) Risk assess all outdoor areas (see site risk assessment)
  - g) Carry out a daily site check and ensure that students are made aware of any risks.
  - h) Monitor the weather and suspend activities or make modifications to the programme to ensure that students are not put at risk (e.g. in high winds/ thunderstorms)