****

**HEALTH & SAFETY POLICY**

**Document Control:**

|  |  |
| --- | --- |
| **Document Author:** | Darran Miah |
| **Approval Body:** | Managing Director | **Date:** 01.09.2023 |
| **Version Number:** | V3 | Review Date: 13.06.2026 |
| **Version Issue Date:** | 01.09.2023 | **Effective Date:** | 01.09.2023 |
| **Review Frequency:** | Annually (or in line with updates to statutory guidance) |
| **Method of Dissemination:** | Electronic publication to membership |
| **For Use By:** | All staff |

**Version History:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Reason** |
| V1 | 01.09.2023 | Darran Miah | Document created |
| V2 | 01.09.2024 | Darran Miah | Annual review |
| V3  | 13/06/2025 | Darran Miah | review |

**Table of Contents**

1. Statement of Intent
2. Aims of the Policy
3. Responsibilities
4. Risk Management and Assessments
5. Site Safety
6. First Aid and Medical Needs
7. Safeguarding and Wellbeing
8. Tools and Equipment
9. Fire Safety
10. Extreme Weather and Environmental Conditions
11. Reporting and Review
12. Smoking
13. Insurance and Legal Compliance
14. Annex A: Fire Evacuation Plan & Muster Point Log
15. Annex B: Medication Handling & MAR Chart
16. Annex C: Movement Record for Supervision
17. Annex D: Hygiene and Site Practice Measures
18. Annex E: Animal, Equipment & Machinery Safety

**1. Statement of Intent**

The WoodView Project is committed to providing a safe and nurturing environment for all staff, volunteers, and young people engaging with our woodland-based therapeutic and holistic activities. We recognise our duty of care and are committed to ensuring the physical, emotional, and psychological safety of all participants in accordance with health and safety legislation, safeguarding guidelines, and best practices in outdoor education and therapy.

**2. Aims of the Policy**

- To prevent accidents and work-related ill health.
- To ensure a safe, well-maintained woodland setting.
- To promote holistic well-being and risk-aware engagement with nature.
- To meet statutory obligations under the Health and Safety at Work etc. Act 1974 and associated regulations.

**3. Responsibilities**

\*\*Project Management - Director
- Ensure risk assessments are carried out, reviewed, and acted upon.
- Provide health and safety training and induction for all staff and volunteers.
- Maintain clear safeguarding and emergency procedures.
- Review this policy annually or after any serious incident.

\*\*Staff and Volunteers:\*\*
- Follow health and safety procedures and risk assessments.
- Report hazards, injuries, or incidents promptly.
- Maintain a trauma-informed, supportive approach to working with young people.
- Participate in regular training and reflective supervision.

\*\*Young People:\*\*
- Encouraged to take responsibility for their own safety and that of others.
- Supported to understand and manage risk appropriately.
- Given age-appropriate briefings on safety, boundaries, and woodland etiquette.

**4. Risk Management and Assessments**

- Site-specific risk assessments are conducted and updated regularly.
- Dynamic risk assessments are carried out during each session.
- Activities such as tool use, fire lighting, climbing, and nature-based crafts are risk assessed individually.
- Staff ratios are maintained in accordance with activity type and group needs.

**5. Site Safety**

- The woodland site is regularly checked for hazards (e.g. dead branches, water hazards, animal activity).
- Designated safe zones and boundaries are clearly explained to participants.
- Emergency access points and assembly areas are established and shared with all staff.
- Appropriate signage and first aid kits are located on site.

**6. First Aid and Medical Needs**

- At least one qualified first aider is present at every session.
- A comprehensive first aid kit is available and regularly restocked; all kits are inspected monthly by Director Darran Miah.
- Individual medical needs and emergency contact details are recorded and accessible.
- Medication must be brought to the site in original packaging with dosage labels clearly visible.
- Procedures are in place for administering medication, including logging in a MAR chart.
- A dedicated First Aid record log is maintained and reviewed.
- First Aid incidents are communicated to commissioning schools and parent/carers the same day.

**7. Safeguarding and Wellbeing**

- Safeguarding is central to our practice; all staff are trained in child protection.
- Emotional safety is promoted through trauma-informed care and reflective practice.
- Consent, confidentiality, and young people’s rights are respected at all times.
- Any disclosures or concerns are handled in line with our Safeguarding Policy.

**8. Tools and Equipment**

- Tools are maintained in good condition and stored securely.
- Young people are trained in safe tool use and supervised at all times.
- Personal protective equipment (PPE) is used as appropriate.
- Activities involving tools and fire follow the "teach-check-supervise" model.

**9. Fire Safety**

- Fires are only lit in designated fire circles.
- Fire use is always supervised by trained staff.
- Fire safety equipment (e.g. buckets of water, fire blanket) is on hand.
- Fire safety is integrated into group briefing and ongoing monitoring.
- Fire evacuation drills are carried out termly and recorded with any actions or adjustments needed.
- In the event of a fire or hearing the alarm raised (fire – fire – fire) all personnel are to report to the car park for a roll call and await further instructions.
- Fire safety checks are conducted by site owners Terry and Gavin Boast.

**10. Extreme Weather and Environmental Conditions**

- Weather is monitored regularly; activities may be cancelled or adapted in case of lightning, high winds, or extreme heat.
- Woodland structures such as the teaching cabin or site office are used for shelter when needed.
- Participants are encouraged to bring appropriate clothing, and hydration is monitored, especially in summer sessions.

**11. Reporting and Review**

- All incidents, near misses, and accidents are recorded in an incident log.
- Serious incidents are reported to relevant authorities (e.g. RIDDOR where applicable).
- Feedback from young people and staff is used to improve safety practices.
- The WoodView Project will contact schools/commissioners without delay in the case of a concern, first aid incident, or accident.

**12. Smoking**

The Project will comply with the Smoke Free Regulations 2007, by not allowing any smoking inside any of our premises, workplaces, sites or vehicles under our control. No smoking signs will be placed in all workplaces informing people of such. All employees and visitors to any site will be informed of this policy. Vaping and the use of electronic cigarettes are also prohibited inside buildings.

**13. Insurance and Legal Compliance**

- The WoodView Project holds appropriate public liability and employer’s liability insurance.
- Activities are compliant with national standards for outdoor education and therapeutic practice.
- Staff hold relevant qualifications and enhanced DBS checks are undertaken for all who work with young people.

**The WoodView Project – Annex Forms**

**Annex A: Fire Evacuation Plan & Muster Point Log**

**Annex B: Medication Handling & MAR Chart**

**Annex C: Movement Record for Supervision**

**Annex D: Hygiene and Site Practice Measures**

**Annex E: Animal, Equipment & Machinery Safety**

**Annex A: Fire Evacuation Plan & Muster Point Log**

Date of Drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Time of Drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Session Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Number of Staff Present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Number of Young People Present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Issues Identified During Roll Call:

Actions Taken:

Date of Drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Time of Drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Session Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Number of Staff Present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Number of Young People Present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Issues Identified During Roll Call:

Actions Taken:

Date of Drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Time of Drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Session Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Number of Staff Present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Number of Young People Present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Issues Identified During Roll Call:

Actions Taken:

**Annex B: Medication Handling & MAR Chart**

Name of Young Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Medication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Dosage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Time to be Administered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date Administered | Time | Dose | Staff Initials

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex B: Medication Handling & MAR Chart**

Name of Young Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Medication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Dosage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Time to be Administered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date Administered | Time | Dose | Staff Initials

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex C: Movement Record for Supervision**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name of Young Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Movement Log (Time | Location | Staff Initials)

\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex C: Movement Record for Supervision**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name of Young Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Movement Log (Time | Location | Staff Initials)

\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex D: Hygiene and Site Practice Measures**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Toilet Facilities Checked (✓/✗): \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Handwashing Supplies Available (✓/✗): \_\_\_\_\_\_\_\_\_
Soap/Sanitiser Refilled (✓/✗): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Comments:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Toilet Facilities Checked (✓/✗): \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Handwashing Supplies Available (✓/✗): \_\_\_\_\_\_\_\_\_
Soap/Sanitiser Refilled (✓/✗): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Comments:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Toilet Facilities Checked (✓/✗): \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Handwashing Supplies Available (✓/✗): \_\_\_\_\_\_\_\_\_
Soap/Sanitiser Refilled (✓/✗): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Comments:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Toilet Facilities Checked (✓/✗): \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Handwashing Supplies Available (✓/✗): \_\_\_\_\_\_\_\_\_
Soap/Sanitiser Refilled (✓/✗): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Comments:

**Annex E: Animal, Equipment & Machinery Safety**

Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Lead Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Training Provided (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Supervision Confirmed (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_
PPE Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Risk assessment applied and understood: (Yes/No):\_\_\_
Additional Notes:

**Annex E: Animal, Equipment & Machinery Safety**

Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Lead Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Training Provided (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Supervision Confirmed (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_
PPE Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Risk assessment applied and understood: (Yes/No):\_\_\_
Additional Notes:

**Annex E: Animal, Equipment & Machinery Safety**

Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Lead Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Training Provided (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Supervision Confirmed (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_
PPE Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Risk assessment applied and understood: (Yes/No):\_\_\_
Additional Notes: