**A logo for a school

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**Peareswood Primary School**

A child touching a tree branch

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**Nature Learning Handbook**

**Contents**

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* Insurance Requirements
* Advice for helpers
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**There are 3 rules -**

1. Stay within the boundary.

1. Do not pick anything growing
2. Do not put your fingers or anything you find in your mouth.

**No pick, no lick, no eat!**



**The Countryside Code**

* + Enjoy the countryside and respect its life and work
    - Guard against all risk of fire
    - Leave all gates as you found them
    - Keep your pets under close control
    - Keep to public paths across farmland
    - Use gates and stiles to cross fences, hedges and walls
      * Leave livestock, crops and machinery alone
        + Take your litter home
        + Help to keep all water clean
        + Protect wildlife, plants and trees
        + Take special care on country roads

Make no unnecessary noise

**By following these we show we know how to respect, protect and enjoy the countryside.**

# Session procedures

1. A check on weather will be made by the Nature Lead Teacher to ensure conditions are suitable.
2. Teacher to carry out a thorough safety sweep of the site, prior to the session and keep a written record, stating if there were any hazards and if so, how they were dealt with.
3. All children must go to the toilet prior to putting on all - weather clothing.
4. Children to put on all-weather clothing, if necessary
5. Count children
6. Walk to base camp
7. Before entering the site, discuss safety issues of the day.
8. Count children
9. Discuss rules
10. Listening activity
11. Introduce new resource or activity/remind about previous resources
12. Children directed to activities / areas
13. Session review - children to feedback on their activities during the session.
14. Exit outdoor learning boundary and count children
15. Return to setting, count children and hang up wet/dirty outdoor clothing.

## Health and Safety Policy and Legislation

1. Health & Safety at Work Act 1974

Health and Safety at Work etc Act 1974. Often referred to as HASAW or HSW, this Act of Parliament is the main piece of UK health and safety legislation. It places a duty on all employers "to ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all their employees.

1. Children's Act 1989

Ensures that children are safeguarded and their welfare is promoted.

1. Liability insurance
2. Normal laws - Disability Discrimination Act, Race Relations Act, Sex Discrimination Act, 'DBS' checks, Every Child Matters
3. Health and Safety Policy

Safety in the outdoors

* + Clear marked boundary
  + No open water
  + Dead wood and low branches removed where necessary
  + Slopes and ditches monitored for hazards
  + Poisonous plants removed
  + Weather conditions monitored
  + Children aware no pick, no lick, no eat
  + Location of holes, nettles and berries identified
  + Animal excretion removed
  + Stranger danger awareness
  + All adults aware of evacuation procedure
  + Personal knowledge of the site
  + Emergency procedures in place
  + Children will walk and not run
  + Know what plants are growing
  + Eco piles will be maintained for fauna to remain

## Essential Equipment

**Essential equipment list** - **to be kept in Nature School bag and taken to Base camp at each session:**

**Medical forms and consent forms will be kept in the school office**

School walkie-talkies (one with a member of staff and other with School office)

Appropriate clothing

First aid kit with plasters, bandages

Protective gloves

Wet wipes

Container for inhalers, EpiPen and other essential medical requirements.

Essential Clothing List - for all in attendance



Fleece/sweatshirt Jacket

Long trousers (preferably waterproof) Waterproof coat/waterproof suit

In winter a woolly hat and gloves

In summer a sun hat

Wellington Boots

An emergency change of clothes including spare socks.

**Environmental Considerations**

* Check weather conditions prior to visiting outdoor learning area. If it is too windy or a thunderstorm is imminent or has started the session will not take place.
* A thorough safety sweep of the site must be done before the start of the session to check for any litter, glass, animal feces etc. Any such items should be collected using plastic bags and disposable gloves
* A written risk assessment form must be kept of each sweep. This must state if any hazards are found and how they were dealt with. See Safety Sweep form
* Boundary fences, hedges and gates should be checked to ensure they are safe and secure
* During safety check trees will be checked for any branches which may fall and a check will be made to ensure no dead twigs etc. are protruding at eye level from bushes.

# Risk Assessment and Risk Management

* A full risk assessment of the site will be carried out termly by the Nature school leader to take into account the seasonal changes in the woods. This will take into account any major issues within the site e.g. dangerous trees, broken fences etc. that need to be addressed.
* A safety sweep will take place on the morning before every session. Hazards will be identified, and action taken immediately to rectify them. If this is not possible the hazard may be roped off as out of bounds. A safety sweep form will be filled each time. See Safety sweep form.
* Some activities undertaken may require their own risk assessment because they pose a higher risk, e.g. using tools, building fires. This assessment will include how the risk is to be managed and what adult ratio is required. See tools risk assessment below.

# Tools Risk Assessment

**General rules for tool use:**

* All tools must have individual risk assessment.
* Ensure safe storage of tools at school. Access to tools limited to Nature School Leaders or those nominated by them.
* Ensure safe storage of tools.
* Tools to be used in designated tool area. Never walk around with tools.
* Ensure children understand rules within designated tool area.
* Ensure tools are clean and sharp before using them.
* Teacher to be responsible for tool use with children.

**Appendix 1**

**Seasonal/Termly Risk Assessment**

**Peareswood Primary School Nature School Site**

**Date:**  **Completed by:**

**Review Date: Termly**

**No.of Pupils: Up to 60**  **No of Adults: 30 ch = 2, 60 ch = 4**  **Person in Charge: AH/AW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard**  List significant hazards which may  result in serious harm | **Who may be affected?** | **Risk Rating L/M/H** | **Control Measures**  List existing controls or note where the information may be found | **Any Further Action**  List the risks  which are not |
| or affect several |  |  |  | adequately |
| people |  |  |  | controlled and |
|  |  |  |  | proposed action |
|  |  |  |  | where it is |
|  |  |  |  | reasonably |
|  |  |  |  | practicable to do |
|  |  |  |  | more |
| Burn from hot chocolate (if applicable) | Children/ Adults | L | Hot chocolate using large thermos of hot water kept behind blue rope out of children's reach.  Add cold water to make chocolate cool enough to drink. Children to sit at Base Camp to drink chocolate. |  |
| Children wandering off | Children | **M** | Gates closed. Remind children at every session. Allocate adults to watch boundary line. Walk round boundary line after every school holiday or when new children are involved. |  |
| Children using small forks and trowels for digging. | Children | L | Tools kept in a box in middle of base camp. Children supervised at all times during the use of tools. Walking when carrying tools. Putting tools back in the box when finished digging. |  |
| Tools for site maintenance. | Children/ Adults | **M** | Kept in a locked toolbox on a high shelf in the Administration storeroom which is locked by key designated staff.  Tools only used when there are no children are on site. Adults will ensure safe use. |  |
| Foxes | Children/ Adults | **M** | Check site prior to entry by children for foxes, bones, food scraps. **These should be flagged but not removed.** |  |
| Animal Excrement | Children/ Adults | H | Excrement will be flagged, not removed. If a child gets excrement on their hands, they should tell an adult and they will use wet wipes to clean their skin. If any child gets excrement on their clothes, they will change into spare clothes. |  |
| Red ants | Children/ Adults | **M** | Identify ant area and inform children to not play in this area. |  |

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| --- | --- | --- | --- | --- |
| Stinging nettles/Brambles | Children | **M** | Brief the group so they know what to  expect and what they look like. Any injury to be dealt with by First Aider |  |
| Unidentified berry- bearing trees | Children | H | Brief children as to what they look like. Reinforce rules - No picking, no licking. If a child touches berry, they should tell an adult and use wet wipes to clean  hands | Identify trees/bushes. Identify if berries are  poisonous. |
| Fungi | Children | **M** | Brief children as to what they look like. Reinforce rules-No picking, no licking. If a child touches fungus, they should tell an adult and use wet wipes to clean  hands |  |
| Dangerous trees/Falling dead wood | Children / Adults | **M** | Nature school leader will do a safety sweep and check for any hanging dead wood. If there is any wind, the Forest school leader will decide if safe to proceed with session. Contact Premises  Manager if wood needs removing |  |
| Falling wood due to high winds | Children/ Adults | **M** | Weather forecast will be checked the day before by the Forest school leader and on the day of the session to assess  wind levels |  |
| Branches at eye level | Children/ Adults | L | Make the group aware of the danger.  Clear area around base camp of potential risky branches |  |
| Weather conditions | Children/ Adults | L | Weather forecast will be checked by Nature school leader the day before and on the day. A safety sweep is carried out on the day to assess any new risks. If weather deteriorates during session,  return to classroom. |  |
| Hot/sunny weather | Children/ Adults | L | All children to wear sunhats and use sun cream. Ensure sufficient drinking water available. |  |
| Cold wet weather | Children/ Adults | **M** | All children to wear all weather suits and wellies. Have spare clothes. Have alternative indoor session. |  |
| Stranger Danger due to proximity to road. | Children | L | Perimeter fence to be supervised by an adult at all times, with children reminded about stranger dander prior to session |  |
| Bees/wasps and insects | Children/ Adults | M | If bees or wasps nest found, use a different area until it can be removed. Carry necessary medication including EpiPens. First Aiders must always be  present. |  |
| Allergic reaction | Children/ Adults | L | Carry any necessary medication including Epipens. First Aider present. Establish no picking rule and not putting anything in mouth. Use wet wipes before consumption of food and drink. |  |
| Litter- including glass or needles | Children/ Adults | L | Safety sweep carried out before each session to remove rubbish and put it in a bin. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Thick gloves to be worn. Any needles or sharp objects will be wrapped before being disposed of.  Children to be reminded not to touch any litter they come across (particularly sharp objects) and to report what they find to an adult straiqht away. |  |
| Stinging nettles | Children/ Adults | L | Make children aware of danger - show them what a nettle looks like and where they are on the site - therefore where to avoid. Discuss side effects of contact with plants and what to expect. Remove from site if growth becomes excessive. |  |

**Review procedure:** Areview of the risk assessment will be carried out termly by the Nature school leader, in consultation with the premises manager in order that new seasonal risks can be taken into consideration.

**Emergency Procedures**

**In the unlikely event of a:**

**Major accident:**

* A designated First Aider will administer First Aid
* Support staff will use Walkie Talkie to inform Office to call an ambulance if necessary and request additional staffing, then assist with First Aid. The school office will inform the parents as necessary.
* A member of staff from the school office will come to the site to support and the class teacher will take the rest of the children back to the classroom if necessary.
* A school based First Aider will attend site to support First Aid in order for remaining children to return to classroom.
* The accident will be logged in the school’s accident book by the First Aider.

**Minor accident:**

* A First Aider will administer First Aid and incident will be recorded in class First Aid book. Parents will be informed at the end of the day.

**Lost child:**

* The class teacher will contact school office and ask for another member of senior staff to attend immediately. All children will be seated in base camp. Additional adults deployed to find lost child. Nature Leader to support classes.

**Evacuation:**

* If site needs to be evacuated Nature Leader will call children back to Base Camp. Support staff and any helpers will sweep site for children that have not heard.
* Children will line up and will lead children to designated evacuation site.
* Teachers will take register and await further instructions.

**Dysregulated behaviour causing concern and potential harm:**

* If behaviour of child requires removal from site, the support staff or class teacher will contact school office and request an additional member of staff who will support TA in removing child.

**Changing weather conditions**

In the event of a thunderstorm or high winds the group will return to the classroom immediately. Office to be informed of return to classroom.

**Designated Persons Responsibilities**

All staff at Peareswood Primary Nature School are DBS checked.

**Leading Teachers : Kayleigh Gray**

**First Aid: Kerry McCarthy, Hayley Pike, Trudy Brown, Nicola Magnus, Layla Barwell.**

**Nature Leader**

Nature Lead will ensure safety sweep takes place before each session alongside termly risk assessment of area and equipment. The safety sweep is recorded, and any potential risks identified. It is the Nature Leaders responsibility to lead each session and to ensure planning is completed before each session.

**Parent Volunteers**

All persons in attendance will be briefed beforehand of their responsibilities and expectations of the sessions. Their personal belongings to be kept in the school office.

**Toileting**

Children wishing to go to the toilet must ask a member of teaching staff who will accompany them to use the school toilet.

**Insurance Requirements**

Insurance details can be found in school office with the Senior Office Administrator.

# Adult/Parent helpers:

Adults play a supporting and observing role. Please do not intervene in the children's play and learning unless invited to do so by a child (this can be difficult as it is against natural instinct). That said, please intervene immediately to stop a potentially harmful incident occurring e.g. carrying something that is too heavy for them and may be dropped.

Please support children to follow rules:

1. Do not cross or leave the boundaries
2. Do not pick anything (No pick)
3. Do not to put anything in your mouth (No pick, no lick, no eat)
4. Walking at all times.

Thank you for your support.

**Handbook register**

Please date and sign below to acknowledge that Nature Learning handbook has been read and understood.

|  |  |  |
| --- | --- | --- |
| **Date** | **Name** | **Signature** |
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