



## Air Time Health and Safety Policy

Air Time outdoor wellbeing sessions, conservation volunteering, and forest school programmes may include activities that are considered higher risk than usual. We will minimise risk by following appropriate procedures, such as risk assessments, tool talks, 1:1 supervision with tools and training of campfire rules. Taking risks is an important part of wellbeing, learning and development; we aim to provide a safe and supportive environment in which children and adults learn to manage risk.

### On site risk assessment procedure

- A full risk assessment will be completed, we will seek to identify hazards and implement necessary controls to reduce risk to a safe level (please refer to the generic risk assessment, tool use risk assessment, and fire risk assessment).
- A site risk assessment will be carried out prior to any sessions taking place. A final sweep of the site will take place prior to a session.
- Completed risk assessments will be shared with all staff and volunteers.

### Responsibilities of the Session Leader

The Session Leader takes lead in planning, delivering, and evaluating the programme. They ensure that:

- All sessions are safe.
- Appropriate risk assessments have been completed and shared with all staff and volunteers.
- There has been a sweep/risk assessment of the Forest School site to check for hazards prior to any session.
- All staff and volunteers hold a current DBS check.
- Appropriate staff:participant ratios are used.
- Tools are counted and in a secure toolbox.
- Tools are checked for safety, any maintenance dealt with or if necessary, taken out of use.
- Accidents/incidents are reported.
- First aid kit is taken to sessions and is kept well stocked and replenished.

### Health and Safety Ground Rules

- Follow instructions given by Session Leader. Use tools in the way you have been shown.
- Do not eat anything you find growing on the site unless permitted by an appropriately qualified/experienced facilitator.
- Stay within boundaries. Inform the Session Leader if you need to leave the session/site for any reason.
- Once made aware of the fire pit rules, they must be followed.
- Be aware of others.

## **Insurance**

Air Time CIC has Public Liability Insurance. All Session Leaders are contracted by Air Time to deliver outdoor sessions, and as such hold Public Liability and professional Indemnity Insurance.

## **Tool Use**

Using tools enables participants to develop new skills and increase self-confidence. To ensure all participants use tools safely with little risk to their health, the following guidelines are to be followed when using tools:

- Tools will only be used when suitably qualified Session Leader is present.
- Tools to be used within designated area, which will be marked out with rope if necessary.
- Tool talks will be given prior to use.
- Tools will be counted out and in, ensuring all are accounted for at the end of the session.
- Regular checks made to ensure tools are fit for use.
- The use of tools with children will be carried out on a 1:1 basis with an adult.
- Tools should not be left unattended.
- Personal protective equipment can be provided in the tool area (gloves).
- Tools are stored in a locked box.

## **First Aid**

- Sessions are always run with a small number of persons in total, i.e. maximum of 12.
- There will always be at least one person present who is a qualified in Outdoor First Aid / Emergency First Aid.
- All cuts, grazes and open wounds must be covered when possible, to avoid infection.
- Major injuries that constitute 'reportable injuries' will be reported to the Health and Safety Executive via RIDDOR.
- The first aid kit will be regularly checked. Participants will be made aware of its location at the start of each session.

## **Fire Procedures**

Outdoor sessions sometimes include the use of Kelly Kettles and campfires.

- Related safety equipment, including water and fire gauntlets will be kept in close range to the fire.
- Clear instructions will be given about space requirements, body (respect) position, appropriate materials to use, etc.
- Smoke inhalation will be reduced by burning dead wood.
- Participants will be encouraged to move places if sat in direction of smoke.
- Participants will only be allowed to light fires under direct supervision of Session Leader, using suitable materials and equipment.
- Fire must always be guarded by an adult.

- All fire must be extinguished at the end of a session - doused with water and stirred until all steam and smoke has ceased. Remains will be checked to see that they have cooled and are safe to leave.

#### **Location**

- Campfire is situated in an open part of the site and is enclosed by short logs on all four sides then larger seating logs.
- All participants, staff and volunteers must be made aware of fire pit rules at first session.
  - 1. Stand behind the log.
  - Step over and sit down on the log.
  - 3. Stand up, turn around and step over the log.
  - 4. Children only allowed into fire pit area if invited by an adult.
  - 5. Never throw anything into the fire.
  - 6. Participants should be knelt down if by the fire.

The details of what to do in the event of a fire are covered with each Staff member, Volunteer and Participant as part of their Induction.

#### **Emergency Fire Procedure**

In the event of a fire becoming out of control:

1. Assemble participants away from the fire and headcount.
2. Exit site via designated route.
3. Lead adult to call 999.
1. If no signal, then additional adult MUST be sent to the office to request 999 call.

#### **Session Leader becomes ill/injured**

In the event of the Session Leader becoming ill or sustaining an injury, the session must end. An additional adult must take the lead. Procedures to be followed: -

1. Lead adult to gather participants together away from fire (if lit) and do a headcount.
2. Adult to use walkie talkie/mobile phone to call for help, whether that is the client or 999.
3. Adult to ensure Session School Leader is out of danger.
4. Extinguish the fire if lit.

#### **Food Hygiene and eating**

By following food hygiene principles, we are trying to avoid contamination of food by doing the following:

- Food should be prepared by someone who has a food hygiene certificate.
- Any cuts are covered with a plaster before preparing food/serving food.
- Keep chemicals (hand sanitiser) in original container and store separately from food.
- All participants to use hand gel/sanitiser before eating.

## **Welfare**

### **Toileting**

- All sessions will take place in a woodland or other natural setting. As such, 'wild toileting' will be used, incorporating the 'leave no trace' approach as per [guidance](#).
- Toileting must be done at least 30m from open water, rivers or streams.
- Always treat sanitary towels and tampons in line with disposing of other blood-soiled products. Never bury these items. Double wrap in sealed plastic bags and take back away correct disposal.
- A pop-up toilet tent will be provided for privacy. This will be regularly cleaned.
- Depending on the site, there may be toilets available. Participants will be encouraged to use the facilities before the session starts.
- Handwashing facilities will be provided, including clean water, soap, and paper towels.

### **Health**

- Prior to attending, all participants will be required to provide information about access requirements (including any additional support required, allergies, and dietary requirements).
- Participants will be responsible for carrying and administering any medication they need.
- Participants will be given instruction about poisonous plants, ticks, and other hazards they could encounter in an outdoor setting.
- Safe drinking water will be provided.
- Somewhere to rest and eat meals will be provided.

### **Weather and Clothing**

- All participants will be advised on the appropriate clothing to wear for the weather and activities they will undertake.
- For safety reasons if a participant is unsuitably dressed and appropriate clothing cannot be provided by Air Time, they will be unable to participate.

### **Emergency Procedures In case of injury to adults or children:**

- In serious cases, 999 should be dialled using a mobile phone or walkie talkie to communicate with the client who will then phone the emergency services.
- The rest of the group will be supervised away from the incident and if in danger will be removed to safety.
- Inform emergency contact.

### **Missing Child or Vulnerable Adults Procedure**

- Participants are regularly reminded of session rules and boundaries.
- Regular head counts take place and if on discovery of a missing participants, gather group together and use '1,2,3 where are you' shout out.

- Whilst an adult remains with the group, a search of the vicinity must be made.
- Whilst search is underway, the other adult must notify the Client either by phone, walkie talkie or on foot, and a decision will be made on whether to call the Police.

### **Alcohol / Drugs**

In the event of the Session Leader suspecting that a participant is under the influence of alcohol or drugs, Air Time reserves the right to ask the participant to leave the session. This will not automatically exclude them from returning to the next session, however a second incident *will* cause their place to be forfeited.

### **Reporting to the Air Time Directors**

- The Programme Manager will provide an annual Health and Safety report to the Air Time Directors, using the above information as the basis.
- Any immediate health and safety related concerns shall be reported to the Director responsible for Health and Safety in a timely manner.
- The ongoing responsibility for maintaining the health and safety of Air Time Staff, Volunteers, Participants and visitors within the workshop is delegated by the Directors of Air Time to the Programme Manager.

**Signed:** .....

**Date:** 06/05/24

Andrew Beales  
Jo Woodhams

Director responsible for Health & Safety  
Director and Nature-Based Wellbeing / Forest School Practitioner

**Policy review date: 06/05/24**