



The Green House Education Project

Learn to love, and love to learn.

The Green House is an educational project that provides a learning environment for children three days a week, alongside homeschooling. We take a dynamic, eclectic and evolving approach that puts relationships and social-emotional learning at the core. We are committed to nurture and inspire children to become independent and internally motivated learners:

- Learners who have a strong sense of self, who develop growth mindsets and self-compassion
- Learners who care for others and the world around them

We focus on mindfulness, managing our emotions, healthy conflict resolution, connection with nature, unstructured free play and project-based, group-led learning. We place high value on connectedness and see learning as the responsibility of the whole community. We believe in courageous vulnerability and our values are integrated and expressed throughout every aspect of the project.

Health and Safety Policy

Green House roles:

The Health and Safety Officer is Anna Robinson

The Mentors are Cindy Adams and Anna Robinson

The Co-mentors are Francesca Freeman and Luke Murray.

Operations and Site manager is Samuel Adams

The Green House is an education project that is based within nature. Outdoor education may include activities that are considered higher risk than usual for children. It is the general approach of The Green House to consider not only the risk but also the potential benefits of each activity. We also believe that it is important to allow children to take responsibility for their own safety and that they must be allowed to take risks in order to develop skills and good judgment.

The Green House Education Project (GHEP) seeks to minimise risk by following procedures for riskier activities, such as tool use and fires, and by carrying out risk assessments covering these and other relevant activities. We regularly review, update and if necessary practise the health and safety policy, procedures and risk assessments.

There will be at least one person on site who has a current outdoor-specific paediatric first aid certificate. In addition all Mentors and Co-Mentors will be first aid trained within their first year of employment at the GHEP. There is an up to date First Aid kit close at hand at all times. There are separate clipboards for the Wolf Cubs and the Wolf Pack with parent's contact details and emergency contacts. The First Aider on duty will carry a mobile on him or her.

Legislation

The Health & Safety at Work Act 1974 attempts to provide a comprehensive system of law to cover the health and safety of people at work and it is a criminal offence not to comply with its provision.

Employers have a duty to ensure the health, safety and welfare at work of their employees by:

- Assessing all risks.
- Ensuring emergency procedures are in place.
- Providing adequate sanitary and washing facilities.
- Ensuring that all equipment is safe and in good working order.
- Providing adequate training on substances that may damage health.
- Providing protective clothing.

Employees are responsible for the health and safety of themselves and other people who might be affected by their acts.

Children's Act 1989/2004 key areas:

1. Ratios for children's activities.
2. Equal opportunities.

3. Communication with parents and carers.
4. Suitable persons - DBS checks.

Insurance

We have comprehensive Forest School Combined Liability Insurance with Birnbeck Insurance Services. This is combined cover for Employers, Public and Products Liability. This is a bespoke forest school insurance that covers outdoor learning for children and adult practitioners, including activities such as tree climbing, rope swings, knife usage, stream dipping and fires.

Risk Assessment Procedure

Risk assessment is required to assess whether a hazard is significant and whether it is covered by satisfactory precautions so that the risk is small.

A full risk assessment of the site, to cover changing conditions, and any planned activities will be done at the start of each term.

Full Risk Assessment:

We have a comprehensive risk assessment for the GHEP site. The risk assessment covers the following:

- Pathways
- Pond
- Dis-used swimming pool
- Campfires
- Tree climbing
- Nettles and brambles
- Bamboo forest
- Berries, mushrooms and Leaves
- Dog faeces
- Rope Swing
- Composting loo
- Shed/storage

- Car park
- Tennis Court
- Wood burner in Yurt and Dome
- Steps
- Barbed wire on fences
- The wooden platform
- Use of Knives for woodwork and whittling
- Use of folding Saw
- Use of peelers
- Use of Secateurs
- Use of lopper/pruning sheers
- Use of Storm Kettle
- Use of hatchet axe
- Use of hammer, nails, electric drill and screw driver and saw

At the start of each week at the GHEP we review the full risk assessment. We add any new activities or tools that will be used. We also identify any new hazards and action needed to reduce risk to a safe level.

Trip risk assessments will be carried out for any trip that the GHEP takes children on. Appropriate child/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Lead Mentor. A separate risk assessment policy and procedure for trips is completed and filed. Parents give written permission for children to go on trips when they enrol their child at the GHEP.

Here are the steps that are taken in our risk assessments:

- Look for the hazards, such as windblown trees and litter;
- Record the benefits of the activity or area being assessed;
- Decide who might be harmed and how;
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done;
- Record the findings;
- Note down who is responsible for checking the controls of the risk area;
- Review the assessment and revise if necessary.

Accidents, Incidents and Emergencies Procedure

If there is an accident:

- We will reassure the injured child while making sure that other children are safe.
- Then, if possible, our trained First Aiders will administer first aid. If a serious injury occurs, we will ring 112 for help.
- We would aim to tell parents as soon as possible and arrange either for them to take their child to hospital or meet them there.
- If a mentor must accompany a child to hospital, any other children will be left in the care of an individual who holds a valid DBS check.
- We hold written permission from parents to get emergency treatment for their child if it is needed.
- We have written accident / incident records that we need to keep and are stored at the GHEP site.

Tool Use Procedure

Tools that may be used at The GHEP include potato peelers, bow saws, loppers, knives, hammers, screw drivers and billhooks. We take care to introduce tools to groups in a structured way.

The following guidelines are to be followed:

- All adults and children are to be trained in correct and safe use of tools.
- All children are to be supervised by adults until deemed competent to work unsupervised.
- Tools are to be kept in a secure box or bag and returned to this place when not in use.
- Tools should not be left unattended.
- When using tools, a designated area will be marked for tool use. Those not using tools should not enter this area.

- All adults and children will adhere to the four golden rules in terms of knife use: blood bubble (sitting with a safe distance from another person) , peel away (peeling away from fingers and the body), fingers behind the blade and all knives will be closed or put away in a case immediately after use.
- Saw guards will be replaced immediately after use.
- Walking around with open/ unmasked tools will not be permitted.
- When using hammers and other tools at the take apart table then protection eye goggles are to be worn.
- A Mentor or Co-Mentor will check and clean all tools after the session.

Outdoor play

We place a strong emphasis on outdoor play and activities at the GHEP. Children need and want to take risks when they play. We offer children stimulating, challenging environments for exploring and developing their abilities. In doing this, we aim to manage the level of risk so that children are not exposed to unacceptable risks or danger. We ask parents to give permission for us to encourage children to engage in physical activities, to develop motor skills and agility (e.g. by climbing, sliding, and playing outside). Acknowledging that while the Green House will provide appropriate supervision, the risk of injury and accidents cannot be eliminated. We manage the risks of outdoor play through

- Undertaking regular safety risk assessments of the site to identify potential hazards that may result in injury, and recommending and taking the relevant actions to rectify the risks we identify through this process. Stored in health and safety folder.
- Explaining and engaging with the children about potential risks, putting in place clear boundaries/rules with regard to management of safety risks we have identified. Ensuring the children understand and respect those boundaries/rules.

Protective Clothing & Safety Equipment

All adults and children will wear suitable boots/shoes and outdoor clothing for the activity they take part in. Where any cutting or felling is taking place, helmets should be worn, and gloves provided for handling brash etc.

Dogs

Sometimes dogs do come on site at the GHEP. Parents must inform us of any allergies to dogs that children might have so necessary precautions can be made to protect them from allergic reactions. Dogs do not enter the buildings. Dogs are not allowed on site without prior agreement with the staff and unless they are on a lead and supervised by their owners.

Fire Procedure

There is a wood burner in the yurt and in the dome that is operated only by adults and has a childcare standard fireguard around it.

The following fire precautions are taken:

- Fire exits free from obstruction
- Fire extinguishers and fire blankets are kept in both the yurt and dome
- Carbon Monoxide monitors are in yurt and dome

Some days at the GHEP include the use of open fires and cooking. In order to maintain the highest level of safety the following procedure will be used.

- Only fire trained individuals will teach about fires.
- Fire and fire safety is introduced to the children.
- Children, Mentors and other adults will be appropriately trained in fire lighting, maintaining and extinguishing.
- Fires will be supervised by an adult at all times
- A first aid kit, including a burns kit, and water will be kept on site.
- Fires will only take place within the fire pit.
- By the end of the day fires are properly extinguished.

Once a term a fire drill is held where the children practice the evacuation procedure. The Health and Safety Officer records any changes needed to the procedure and make appropriate amendments to the policy.

Contagious diseases

Parents are responsible for keeping their child(ren) at home if they have a contagious illness or infection. A child who has diarrhoea or sickness must be kept at home until it has stopped for at

least 48 hours. The Green House administration must be informed so that other parents can be alerted to keep all children and adults as healthy as possible. A list of contagious diseases and the length of time affected children should stay away is kept in the health and safety folder

Parent/Carer Consent Procedure

Parents/carers will be asked to fill out the following forms before their child enrolls at The GHEP:

- Enrolment form: emergency contact details, medical details, health problems, allergies, and various permissions: emergency medical advice and treatment, take photographs and video footage, taken on outings, apply sunscreen and engage in activities that involve a certain level of risk.
- Parent Contract
- Home education responsibility agreement

SIGNED Health & Safety Officer: _____ Anna Robinson _____

Director: _____ Cindy Adams _____

Reviewed: April 2017

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