**Tribal Animals Health and Safety Policy**

Date of Approval: 11 February 2025

Signed: Katie Isaac/Shelley Andrews

Position: Forest School Leads

Last reviewed:11/02/2025

Next review: 11/02/2026

**Policy Statement**

It is the policy of Tribal Animals to ensure, so far as reasonably practicable, the health

and safety of its employees whilst they are at work, its students whilst participating and

others such who may be affected by their undertakings and to comply with the

Health and Safety at work etc. Act 1974 and all other related and relevant legislation

as appropriate.

In addition to this policy statement, Tribal Animals will be responsible for developing risk assessments and specific health and safety procedures that are required for Tribal Animals to undertake its day to day operational requirements.

**Aims and principles for the Health and Safety policy**

The aim of this statement is to ensure all reasonably practical steps are taken to

secure the above and thereby adopt the following:

● Establish and maintain a safe and healthy environment throughout the

service.

● Establish and maintain safe working procedures for all staff and students.

● Ensure the provision of sufficient information, instruction and supervision.

● Maintain a safe and healthy place of work and safe access and exit from it.

● Formulate effective procedures for use in case of fire, medical and other

emergencies.

● Lay down procedures to be followed in case of accident.

● Provide and maintain adequate welfare facilities.

**Roles and Responsibilities Tribal Animals – The organisation**

Tribal Animals has a duty in respect of health and safety to ensure that premises and people are healthy and safe. The responsibility is devolved to the Health and Safety Officer, who has day to day responsibility for staff, students and others as ‘officer in charge’.

The heads of service will ensure the overall implementation of the policy and will

provide the information, instruction, training and supervision at all levels necessary

to ensure that staff and students are competent to supervise or undertake their

work activities and that all staff, students and others are made aware of any related

hazards and the measures to be taken to protect against them and given adequate

information on relevant hazards to any persons whose health and safety might be

affected by them.

**Health and Safety Officer Responsibilities:**

● To ensure this policy is reviewed annually, or before if there are any changes in

circumstances

● To ensure that employee responsibilities regarding health and safety are

included in his/her job description and that it is properly received and

understood.

● To include health and safety issues in the service improvement plan, if

necessary.

● To carry out regular health and safety inspections (at least twice a year) and

take remedial action as appropriate.

● To undertake risk assessments, record significant findings, and review

annually, or before if there is a change in circumstance.

● To receive and deal promptly with raised issues or complaints about unsafe

premises, equipment or work practices.

● To ensure that emergency evacuation procedures are in place and tested

where needed.

● To ensure that adequate first aid provision is available and kept up to date.

● To monitor and review all health and safety policies and procedures.

● To be the focal point for day-to-day references on health and safety and will

provide advice or indicate sources of advice to both staff and students.

● Co-ordinates the implementation of the approved safety procedures in

service.

● Maintains contact with outside agencies able to offer expert advice.

● Will make or arrange inspection of premises (which take place at least 3 times

per year), places of work and working practices on a regular basis.

● To review weekly and termly the provision of first aid in the service

● Will recommend necessary changes and improvements in the service

through day to day overview and management of all Health and Safety

procedures

● Identifying hazards and conducting formal risk assessments when

appropriate in order to minimise the risk for all activities undertaken by us.

● Know the special safety measures and arrangements to be adopted in their

own working areas and to ensure they are applied

● Have a duty to report all health and safety concerns to the Health and Safety

lead or their line manager.

**Where relevant, support staff are also expected to:**

● Exercise effective supervision of the students and to know the emergency

procedures and to carry them out.

● Know the special safety measures to be adopted in their own teaching areas

and to ensure they are applied.

● Give clear instructions and warnings as often as necessary.

● Follow safe working procedures personally.

**Students are expected to**

* Observe all safety rules of the service and the instructions of all staff given in an

emergency.

* Use and not willfully misuse, neglect or interfere with things provided for his/her

safety.

**Visitors and Contractors Security**

● If a visitor is not carrying any identification, advice must be sought from the

Heads of Service or other member of the management team.

● Unknown visitors or visitors who cannot be identified will not be permitted to

enter the site.

● All visitors to site must report on arrival; this is for security and fire safety.

● All visitors must sign in and out of site in the official site signing in

book, indicating time of arrival, purpose of visit, and time of departure.

● Visitors and other users of the premises, (e.g. delivery personnel), must be

required to observe the safety rules of the service.

**Activities**

The Head of Service and management team will ensure that risk assessments are

undertaken and cover all aspects of internal and external activities that take place.

This is applicable to examination and assessments as well, and this is detailed in

separate policies. Significant findings of all risk assessments will be reported, and

appropriate actions taken to all relevant staff, contractors and visitors who may be

affected. The Heads of Service or delegated responsible person will check that the

implemented actions have removed/reduced the risks. All Tribal Animals risk

assessments will be reviewed on an annual basis or at such time that this is deemed

necessary.

**Safe Handling and Use of Substance (specific relevance to Science and land based**

**subjects)**

The Health and Safety lead is responsible for identifying all substances which need

an assessment under the Control of Substances Hazardous to Health (COSHH)

Regulations 2002. The delegated Health and Safety lead will be responsible for

undertaking COSHH assessments, and will ensure that all relevant employees are

informed about the COSHH assessments. The Health and Safety lead will be

responsible for checking that all new substances can be used safely before they are

purchased, and such assessments will be reviewed on an annual or when needed

basis.

**Medication**

At this time, the responsibility for students taking medicines as part of a course of

treatment remains with the parents. The student must self-administer. Staff

are not permitted to administer medication to students. Staff must follow the

agreed procedure on the pupil’s individual risk assessment should they refuse to

take their medication. This will include having an appropriately labelled medication

box from the pharmacy with dosage and time of taking clearly displayed. This

section of policy remains under review.

**First Aid Procedure**

First aid should be rendered, but only as far as knowledge and skill permit. The

casualty should be given all possible reassurances, and if necessary, removed from

danger. Only authorised, trained First Aiders/Appointed Persons should administer

any First Aid. That being said, at this time, first aid should not be administered unless

you have shown the management team evidence of your training. These names will

be put on the board in the hallway daily.

**Transport to hospital**

If an ambulance is required, the emergency "999” service should be used. In all cases

the pupil’s consent form must be available immediately. Parents / carers must be

informed immediately.. It may be appropriate to transport a pupil to a casualty department without using the ambulance service, but it should be noted that this should always be on a voluntary basis.

If a pupil refuses to attend casualty, parents / carers must be informed immediately

to decide the most appropriate course of action. No casualty should be allowed to

travel to hospital unaccompanied.

**Accident Reporting**

In the event of any accident (however minor), incident or violent event, and involving

employees, visitors or students the reporting form must be completed using the

appropriate form on drive, and translated to the accident book by the management

team. The affected person (or any person acting on behalf of the affected person)

should complete and sign the appropriate form. The original of the form must be

retained in the accident file, and photocopies distributed as required. All accidents

should be reported and investigated for continuous learning opportunities and

preventing further incidents or accidents occurring, and these investigations are in

line with our safeguarding practices to ensure that we are fully compliant.

**Fire and Emergency Procedures**

The Fire/Emergency Procedure is in the Handbook and should be

adhered to. Please ensure that when onsite you

sign in.

It is the responsibility of all members of staff to be familiar with this procedure and

carry it out when necessary. Procedure is under review constantly as we develop the

Forest School site.

**Consultation with Support staff**

Tribal Animals are committed to consult with staff members on all aspects of Health

and Safety and will undertake the following:

● Consulting with and involving our staff and students in matters relating to

their own Health and Safety

● Ensuring that Health & Safety is a standing agenda item on all staff meetings.

● Ensuring that staff are fully aware of control measures and emergency

procedures that are in place; effective; properly used; monitored and

maintained.

Whilst Health and Safety is everyone’s responsibility, Tribal Animals will have in place a

designated Health and Safety lead who will report to and work with the

management on all aspects of Health and safety as well as ensuring that all staff are

kept up to date with best practice in relation to Health and Safety and complying

with all relevant legislation and authoritative guidance