



## Health and Safety Policies and Procedures

### Health and Safety General Standards

Coed Cariad believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Our member of staff responsible for health and safety is:

#### **The Lead Facilitator**

This designated member of staff will undertake health and safety training and regularly update her knowledge and understanding.

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in:

#### **The Welcome Shelter.**

### Raising Awareness

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety.
- The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
  
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

## Safety of adults

- ✔ Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- ✔ All warning signs are clear and in appropriate languages.
- ✔ The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- ✔ We prioritise the use of non-toxic and natural cleaning and gardening products
- ✔ We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- ✔ We keep all cleaning chemicals in their original containers.

## Windows and Doors

- ✔ Low level windows are made safe.
- ✔ Windows above the ground floor are secured so that children cannot climb through them.
- ✔ We take precautions to prevent children's fingers from being trapped in doors.

## Floors

All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

## Electrical/gas equipment

- ✔ All electrical/gas equipment conforms to safety requirements and is checked regularly.
- ✔ Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- ✔ Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- ✔ There are sufficient sockets to prevent overloading.
- ✔ The temperature of hot water is controlled to prevent scalds.
- ✔ Lighting and ventilation is adequate in all areas including storage areas.

## Storage

- ✔ All resources and materials from which children select are stored safely.
- ✔ All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

## Outdoor area

- 🍃 Our outdoor area is checked for safety and cleared of rubbish/ fallen trees before it is used.
- 🍃 If there is the potential for danger in the woods ie in high winds we will not use the woods
- 🍃 Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- 🍃 Where water can form a pool on equipment, it is emptied before children start playing outside.
- 🍃 Our outdoor sand pit is covered when not in use and is cleaned regularly.
- 🍃 All outdoor activities are supervised at all times.

## Hygiene

- 🍃 We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- 🍃 Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area and toilets
- 🍃 We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- 🍃 The toilet area has a high standard of hygiene including hand washing
- 🍃 We implement good hygiene practices by: a. cleaning tables between activities b. cleaning toilets regularly c. wearing protective clothing - such as aprons and disposable gloves - as appropriate d. providing sets of clean clothes e. providing tissues and wipes

## Activities and resources

- 🍃 Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- 🍃 The layout of play equipment allows adults and children to move safely and freely between activities.
- 🍃 All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- 🍃 All materials, including paint and glue, are non-toxic.
- 🍃 Sand is clean and suitable for children's play.
- 🍃 Physical play is constantly supervised.

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- 🍃 Children are taught to handle and store tools safely.
- 🍃 Children who are sleeping are checked regularly.
- 🍃 Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- 🍃 Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- 🍃 Large pieces of equipment are discarded only with the consent of the Core Group

Legal framework: Health and Safety at Work Act (1974) Management of Health and Safety at Work Regulations 1992 Electricity at Work Regulations 1989 Control of Substances Hazardous to Health Regulations (COSHH) 2002 Manual Handling Operations Regulations 1992 (as amended) Health and Safety (Display Screen Equipment) Regulations 1992 Further guidance: Health and Safety Law: What You Should Know (HSE Revised 2009) Health and Safety Regulation=A Short

Guide (HSE 2003) Electrical Safety and You (HSE 1998) Working with substances hazardous to health: What You Need to Know About COSHH (HSE Revised 2009) Manual Handling – Frequently Asked Questions (HSE)

#### Hygiene procedures for staff to follow.

- 🍃 All equipment will be checked once purchased and before laid out in the setting.
- 🍃 Practitioners in charge of an area on each day will check their equipment for this area as they set up.
- 🍃 Any equipment, which is damaged and unsafe for the children, will be removed and replaced.
- 🍃 Cleaning of equipment will happen on a 2 weekly basis.
- 🍃 Staff in charge of their areas on the day of cleaning will wash the equipment as appropriate as they tidy up for the day.
- 🍃 Some items may be required to be taken home and put through the washing machine and this will be carried out at the end of each week.

#### More specific Health and Safety procedures and policies.

Forest School and Outdoor Learning programmes may include activities that are considered higher risk than usual for participants. It is the general approach of the Lead Facilitator to consider not only the risks of each activity, but the potential benefits too. However, the Lead Facilitator seeks to minimise risk by following appropriate procedures for more risky activities, such as tool use and fires, and by

carrying out risk assessment covering key hazards that participants may come into contact with during a session.

The Lead Facilitator and staff fully accept their legal obligations under the Health and Safety at Work Act 1974. The purpose of this act is to promote, stimulate and encourage high standards of health and safety at work. It protects not only all people at work, but also the health and safety of the general public who may be affected by the work activities.

Our Lead Facilitator has undergone Level Three Forest School Training and is teaching professionals with relevant qualifications and experience and has undertaken current DBS (CRB) checks.

Our Lead Facilitator holds an up to date first aid qualification, with additional modules for the outdoor environment. We will also aim to provide adequate training and support to ensure all staff, volunteers and freelancers are confident and competent when following the policies and procedures we have set out in this Handbook.

All Forest School and Outdoor Learning activities both at Coed Cariad and in the wider community are covered by the Forest School Insurance held by the Lead Facilitator and care is taken to choose external sites that also have a high level of public liability insurance. The activities on the Heartwood site are also covered by the Public Liability insurance policy, covering the land.

## Legislation Guidance

### **Legislation**

In the event of an accident or incident the Lead Facilitator must;

- ✔ Ensure that all equipment involved in an accident or incident is retained in an unaltered condition in case it is required by the police.
- ✔ Keep a careful written record we.e. a log, of all facts, events, times and circumstances and retain this record until all matters are finally settled. If possible take photographs.
- ✔ Not allow anyone to interview any party without an independent witness being present.
- ✔ Complete, sign and date an incident report or entry in the first aid book.
- ✔ Incidents leading to admittance to hospital for more than 24 hours or resulting in an injury preventing a person working for three or more days afterwards need to be registered with RIDDOR within 24 hours Tel 0845 3009923 (HSE - Monday to Friday 8.30am to 5pm).
- ✔ First aid kits must be restocked after use and a stock check carried out every 6 months.

- Any incident or near miss must be subsequently investigated by Coed Cariad Core Group in conjunction with the person responsible for Health and Safety, to review existing controls and procedures.

### Enhanced Accident, Emergency & Serious Incident Procedure Outside.

Emergencies are never wanted, but they are a possibility, so we at Coed Cariad ensure that all leaders, staff, volunteers and parents are familiar with appropriate emergency procedures. Most emergencies can be resolved on-the-spot by the leader removing the group from potential threat and providing first aid.

However, in the event of a serious incident, which could arise as a result of an injury, illness or threat, emergency services should be contacted and the following procedures followed:

- Secure safety of whole group** from further danger. Stop all work/activities if safe. Call in and locate group promptly as agreed with group in advance. If possible, remove whole group from any further danger or threat of danger. In the case of school based groups the group will be returned to the classroom as quickly as possible. At Heartwood there will be a designated area for assembly specified at the start of the session.
- First Aider to attend to any casualties** with an adult helper and with regard for maintenance of required supervision ratios for the rest of the party. At least one first aider must be on site at all times. A record of changes in casualties' state and anything administered to them to be made if possible.
- Emergency services contacted as necessary**, ideally by an adult helper. Mobile phones may be used, but should a landline be required this is **located....** The Coed Cariad Lead Facilitator's telephone number is 07736 488660.
- Safety of the rest of group** will be maintained by the remaining staff and adults away from the scene of the incident.
- Informing next of kin** should be carried out as soon as practicable after the incident by the Lead Facilitator.
- Inform Leader** the Lead Facilitator must be informed as soon as is possible, and particularly if offsite the landowner of the site should also be informed and/or the Management of any partner organisations.
- Incident report and/or first aid book** should be filled in as soon as possible – see appendices for report form. This should be filled in whenever the emergency plan is used even if no one was harmed and it was just a near miss.

### **Hazardous Plants & Fungi**

Part of the risk assessment will be to identify any particularly hazardous plants and point them out to the group so that all members are aware of the dangers. The sap or hairs from some plants can cause rashes and blistering when in contact with skin, or after the skin is then exposed to sunlight. Most rashes are caused by stinging nettles, though hogweed and giant hogweed may also be a problem. Both of these

plants are easily distinguishable and if either is seen growing on site all members of the group will be taught how to distinguish and avoid coming into contact with it.

Serious poisoning from ingestion of leaves, berries or mushrooms rarely occurs, even when curious children are involved. However, ingesting even small amounts of some species can cause nausea, vomiting, and stomach cramps; and large amounts are potentially fatal. Consequently, **we disallow all participants from foraging and eating anything.**

If a member of the group is exposed to a hazardous plant or fungi, so that they have a reaction a leader must be informed and appropriate First Aid given. If the nature of the reaction is more serious the Emergency & Serious Incident Procedure must be followed.

### **Biting & Stinging Insects**

Insect bites and stings can be common, particularly in spring and summer, and usually cause only minor irritation. In rare cases, people can have a serious allergic reaction to a bite or sting that requires immediate medical treatment - if this is the case then a leader will refer directly to the Emergency & Serious Incident Procedure.

If there is prior knowledge to suggest that a child will have an allergic reaction if bitten, then the Lead Facilitator must be informed before any activities take place on site.

If ticks are known to exist in proximity to a site then all participants need to check or be checked for ticks as soon as possible following any activity on site. Where a tick is found on a child, a plaster should be placed over it and parents/carers informed at the end of the session so that they can remove it safely. Information on safe removal of ticks can be found at [www.tickbitepreventionweek.org/tick-removal](http://www.tickbitepreventionweek.org/tick-removal)

### **Reporting: incidents and accidents**

Any accidents that involve injury will be recorded into a first aid book. Major injuries, that constitute 'reportable injuries' will be reported to the Health and Safety Executive via RIDDOR. Parents will be notified of injuries in keeping with the 'Emergency and Serious Incidents' policy.

'Incidents', which include major behavioural incidents and any major negative occurrence that is not an accident, will also be recorded by the Lead Facilitator in an Incident Report.

### **Local medical facilities**

The nearest 24/7 Accident and Emergency department is at The Glangwili Hospital, located about 5 miles away along the A484.



For non-emergency ailments Parents will be contacted and asked to take their child/young person to their own General Practitioner

## Enhanced Fire Policy and Procedures

### **Fire Procedure in Outdoor Learning/Forest school setting**

Fires and the use of storm kettles are an important part of Forest School and Outdoor Learning and other sessions. The staff aim to ensure that all people participating in sessions with fires and/or storm kettles will do so safely and with as little risk to their health as possible. Fires will only be used where it is appropriate to do so.

- Leaders will explain to participants the importance of using only dead wood for fires and also of the importance of dead wood as a habitat
- Smoke inhalation will be reduced by burning dead wood. Those in smoky areas will be encouraged to move to less smoky areas
- Fires will only be lit in suitable defined spaces or in a fire bowl. The Lead Facilitator will ensure that there is a clear space of 1.5 metres all the way around the fire and then clear walkways behind the log circle.
- Participants will only be allowed to light fires under **direct** supervision of a trained Lead Facilitator using suitable materials and equipment
- All participants will be given clear guidelines about how to behave and move around the area when the fire or kettle is lit
- A lit fire will be supervised by an adult at all times, as will all cooking activities
- Related safety equipment, including heat-proof gloves, a fire blanket, a burns kit and water will be kept within close range of fires
- All fires should be fully extinguished and the fire pit will be regularly cleared out, ensuring the ash is disposed of appropriately and in accordance with the management plan and ecological impact assessment.

### **ESSENTIAL FIRE EQUIPMENT:**

- Flame retardant Gauntlet gloves
- Fire Blanket
- Bucket of water
- Fire steel or Matches
- Supply of newspapers and dry kindling and wood
- Vaseline
- Cotton wool



### **Kelly Kettles and Storm Kettles:**

The Lead Facilitator or other staff may use this to heat water.

- 🍃 Never leave the bung in whilst heating water.
- 🍃 This is only to be in place during storage so as to keep the chamber clear from forest debris or insects and minibeasts.
- 🍃 Once the fire is going in the Kelly Kettle base carefully add the chimney top to it by holding the handle parallel to the ground, and supported on each side by your hands.
- 🍃 When lit, do not stand directly over, or look straight down the chimney.
- 🍃 Never blow into the top.
- 🍃 When pouring out the water support the base by holding the bung chain in one hand and the handle with the other.
- 🍃 To put the fire out, pour the remaining water into the base.
- 🍃 No child will be taught how to use the Kelly Kettles by themselves.

### First Aid Policy and First Aid Kit

The Lead Facilitator has a 16 hour paediatric and adult first aid certificates. This is an enhanced qualification to support them in dealing with first aid issues in more rural locations.

There will be a First Aid in the Welcome Shelter and an additional one to be taken across the site when working further afield.

### **ESSENTIAL FIRST AID EQUIPMENT:**

Large Standard First aid Kit in an appropriate container, which must contain:

- Latex Gloves
- Bandages
- Plasters
- Scissors
- Cotton wool
- Antiseptic wipes
- Dressings
- Cling film
- Blood bag (disposal sack for medical waste)
- Medication for individual children

In addition it would be useful to have:

- Burns gel
- Burn dressing
- Eye wash
- Sewing Kit
- Tick removers

- Sterile water
- Bites and stings cream or spray (parental permission required)

## Staff Ratios Policy

### **Ratios**

The following minimum adult ratios will ensure appropriate support and supervision of groups at all times:

0-2 years = 1 adult : 3 children

2-3 years = 1 adult : 4 children

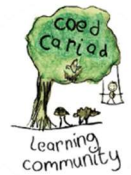
4-8 years = 1 adult : 6 children

9-12 years = 1 adult : 8 children

13-18 years = 1 adult : 10 children

These ratios are for guidance only for groups of children and suitable levels of support should be determined in advance depending on the types of activity and needs of the group.

For children with specific or additional needs, ratios will be discussed with the parent or class teacher and staffing and ratios will be put in place to suit specific needs and risk assessments.



## Weather & Clothing

Clothing advice will be given to participants and their parents/carers prior to the visit if specific activities dictate, but we aim to go out in all seasons, so for each we need participants to dress appropriately. Our sessions are relatively active, but in winter spending hours outside can mean getting very cold if a child isn't wearing several layers, warm socks, a hat, gloves, scarf, etc. It's also advisable always to wear long trousers, long sleeves and sturdy boots or wellies in all weathers in the woods, likewise some parts of sessions involve water play in the mud kitchen or at the water play station, so waterproofs are often a good idea throughout the year.

Coed Cariad have a few sets of outdoor clothing accessible for children and adults, but participants and staff are actively encouraged to use their own outdoor gear.

No person will be permitted to go to Forest School and Outdoor Learning without appropriate clothing that will protect them from extremes of heat or cold, keep them covered to reduce the likelihood of cuts and scrapes, that fits appropriately for comfort, and that meets any religious requirements.

Children and parents are encouraged to think about the usefulness of their clothing for outdoor activities, and to be aware they are likely to take some of our mud home with them after a session. In the forest it can often be cooler than expected under the shade of the trees.

### Clothing list:

- Waterproof trousers
- Waterproof coat, with a hood.
- Long sleeved top
- Full length trousers
- Warm boots (wellies can be very cold during the winter)
- Warm Socks, and a spare pair
- In cold Weather, Gloves and Woolly hat
- Sun hat: that fits well to ensure good visibility sunny weather

We work on the principle that **“there is no such thing as bad weather, only bad clothing”**.

**Exceptionally strong winds are probably the one real exception, that and exceptional snow and ice events which make our roads impassable.**

Coed Cariad cannot take responsibility for any personal property that is lost or damaged during sessions, and therefore we ask that any mobile phones or valuable items are not brought to the sessions.



## Food Hygiene Policy and Procedures

Active, growing children and young people require plenty of wholesome food and regular meals.

Whilst pupils are expected to bring packed lunches, for cookery and snacks we believe that we can offer something that will satisfy everyone. We support ethical buying, and we use locally grown, environmentally sustainable food wherever possible.

We use as much fresh food as possible, with our menus linked to seasonal produce.

- At morning break pupils are provided with a cold drink (and in the winter months, hot chocolate), together with biscuits or fresh fruit.
- Lunch is the main meal of the day, we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat, to unwind and to participate in lunch-time activities, hence the lunch break times will vary day to day to allow the children these opportunities.
- If required an afternoon break will also offer children the opportunity to have a cold drink (and in the winter months, hot chocolate), together with biscuits or fresh fruit.
- Drinking water is widely available throughout the school. Children are encouraged to bring in a fresh bottle of water each day to keep with them during their activities.
- Sample menus are available in the appendices for the snacks and children will be encouraged to help either grow or prepare their food for these times where possible
- Special Diets We expect all pupils to eat school meals and we can only meet individual requirements that are based upon attested medical grounds.
- All food that might contain nuts or traces of nuts is not allowed on site. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their child enters our setting. They should inform the us at once if their son or daughter subsequently develops an intolerance of any food.

Learning to cook and about healthy eating:

- We will run cookery sessions as requested by the children through their own learning pathways
- LEARNING ABOUT FOOD We will devote time to ensure that children understand why a healthy diet is so important.

Food Hygiene:

- ✔ Coed Cariad is registered with the Local Authority as a “food business” within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).
- ✔ We recognise that compliance with health and safety is fundamental to any food preparation or catering operation.
- ✔ We attach the highest importance to ensuring that we are compliant with EU and UK legislation at all times.

In managing food safety, the Lead Facilitator, supported by additional staff and the children will:

- ✔ Require all staff who assist with food preparation to possess a basic food hygiene certificate, which includes aspects of Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures, which will be updated on an triennial basis.
- ✔ Ensure that all staff and children have clearly allocated responsibilities, which they understand
- ✔ Ensure all staff are trained in emergency procedures and shut-off of gas/electricity.
- ✔ Maintain records of training.
- ✔ Ensure that all staff and children wear appropriate protective clothing at all times when they are in areas where food is prepared and served.
- ✔ Ensure compliance with the hand-washing or hand cleansing regime at all times. Where this is not possible all participants will be encouraged to use wet wipes and/or antibacterial hand gel to clean their hands before eating.
- ✔ Check that no products containing nuts or traces of nut are used.
- ✔ Check that the HACCP system is in place, and that the document can be checked by everyone.
- ✔ Monitor the staff and children in order to ensure that food safety and management procedures are followed without exception.
- ✔ Ensure compliance with a daily cleaning and disinfection regime of any food preparation areas.
- ✔ Liaise with the parents about special diets, food intolerances or allergies.
- ✔ Arrange for the safe transit and proper storage of food supplies.
- ✔ Record and monitor fridge temperatures.
- ✔ Monitor the dining area, kitchen counters, and waste receptacles.
- ✔ Ensure that an appropriate pest control regime is in place.
- ✔ Display the appropriate First Aid, COSHH and Emergency notices.
- ✔ Arrange the hygienic disposal of waste in accordance with recommended practice.
- ✔ Manage a re-cycling regime for: paper, card, clean glass and clean tins in accordance with the school’s re-cycling policy.
- ✔ Food will be stored appropriately according to up to date guidelines.
- ✔ During some sessions, we may cook items such as popcorn, damper bread or marshmallows over the fire.



## Tool Policy and Procedures including Tool Kit contents list

Using a range of tools will be necessary in many site-based activities and is an important part of our work as it enables children to develop new practical skills that help develop self-confidence. The Lead Facilitator aims to ensure that all people participating in sessions with tools do so safely and with as little risk to their health as possible.

Tools that may be used include:

- 🍃 potato peelers,
- 🍃 bow saws,
- 🍃 pruning saws,
- 🍃 loppers,
- 🍃 knives,
- 🍃 drills
- 🍃 hatchets
- 🍃 mallets

The following guidelines are to be followed when using all tools:

- 🍃 The Lead Facilitator will check all tools are fit for continued use before the session.
- 🍃 Only tools that are in safe working order shall be supplied for use
- 🍃 Each tool type is kept in their own suitable containers
- 🍃 Correct and safe use of sharp tools, their storage, cleaning and transportation, will be demonstrated to/by all staff and participants
- 🍃 Tools are only used for a specific purpose
- 🍃 Tools should be counted when handed out and counted back in again when finished
- 🍃 Children must never be allowed to help themselves and will always have adult supervision when collecting, transporting and using tools
- 🍃 All groups are to be supervised closely by competent leaders until deemed competent to work with limited supervision
- 🍃 Tools should be kept in a designated safe area when not in use - none should be left unattended outside this area
- 🍃 All knives will be closed/ sheaved immediately after use
- 🍃 Saw guards will be replaced immediately after use
- 🍃 Walking around with open/ unmasked tools will not be permitted
- 🍃 Only walking is permitted when transporting a tool
- 🍃 Safe working distances or Blood Bubbles and suitable ratios must be maintained at all times
- 🍃 All group members 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 brush etc.
- 🍃 When not in use all tools will be securely locked away in the Welcome Shelter.
- 🍃 Tools should be checked and cleaned before they are put away.
- 🍃 Every two months the Lead Facilitator will ensure that each tool is thoroughly cleaned and oiled, the children may help with this process.

### More Specific Guidance on Knife Use

- 🍃 Designate a specific zone for those using knives
- 🍃 Always carry knife with sheath firmly on
- 🍃 Always pass knife with sheath firmly on and in demonstrated manner (handle first)
- 🍃 Always keep knife in sheath when not in use
- 🍃 Leader to count knives out & back in
- 🍃 Ensure participants have had demonstration before use (& Lead Facilitator is confident of child's ability) including grip and body position
- 🍃 Knife work is always supervised by a responsible adult for peeling or sharpening sticks (whittling) a ratio of 1 adult to 1 child will be observed.
- 🍃 Each person to sit well out of reach of others (blood bubble)

### Kit and Emergency Bag Contents list

The tools will be taken out into the Outdoor Learning Areas as appropriate for each individual session and will be outlined on each session plan. Tools which could be in the kit bags for planned sessions could include:

- 🍃 Bows saws
- 🍃 Loppers
- 🍃 Pruning saws
- 🍃 Secateurs
- 🍃 Gloves and other PPE
- 🍃 Billhook
- 🍃 Mallet
- 🍃 Green woodworking tool kit
- 🍃 Peelers
- 🍃 Knives
- 🍃 Spades
- 🍃 Trowels
- 🍃 Shelter tarps, plastic tarps, ground tarps
- 🍃 String, rope, Tent pegs
- 🍃 Mats
- 🍃 Hand washing soap and bowl
- 🍃 Fire wok or BBQ bucket



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- 🍃 Fire lighting kit
- 🍃 Kelly kettle or storm kettle
- 🍃 Fire blanket
- 🍃 Fire gloves
- 🍃 Water containers
- 🍃 Puppets
- 🍃 Magnifying glasses
- 🍃 Bug kits
- 🍃 Flasks, cups
- 🍃 Books
- 🍃 Mud kitchen tools
- 🍃 Hand warmers
- 🍃 Blanket
- 🍃 Spare clothes/wellies
- 🍃 Paint brushes and other mixed art and craft media

In addition to tools suited to the planned for activities, the Lead Facilitator will always take an emergency bag with them. The contents of the emergency bag will vary depending on the time of year and weather conditions, the site being used, and the planned for activities according to the relevant risk assessments and daily risk assessment.

There are essential items that should be carried out for every session

- 🍃 Emergency Procedures
- 🍃 First Aid Kit
- 🍃 Medical information for each individual and Emergency contact details for every member of the group (adults & children)
- 🍃 Risk Assessments
- 🍃 Communication Devices (mobile phone and/or walkie talkie -checked for working order and signal strength)
- 🍃 Clean Water (extinguishing fire, drinking, washing, first aid)
- 🍃 Emergency Life Blanket
- 🍃 Accident forms
- 🍃 Medication for individuals (if not appropriate for the individual to carry the medication for themselves it should be clearly labelled –staff must have been trained to administer it and parental consent must have been received)
- 🍃 Appropriate Clothing and spare clothing
- 🍃 Shelter Tarp/Ground tarp.
- 🍃 Sharps box and gloves
- 🍃 Wet wipes, hand gel
- 🍃 Nappy sacks and toileting things
- 🍃 Rubbish bag

Other Possible Equipment:

- 🍃 Emergency whistle
- 🍃 Trowel
- 🍃 Sun cream (parental permission required)
- 🍃 Spare Clothing
- 🍃 Thermos of hot water
- 🍃 Chocolate/sugary food
- 🍃 Plastic bags
- 🍃 Roll Mat and Blanket
- 🍃 Torch
- 🍃 Knife
- 🍃 Emergency shelter
- 🍃 Burns kit
- 🍃 Tick remover
- 🍃 Bivi Bag