

INSIDE OUT

BUSHCRAFT
& ADVENTURE



POLICY

Healthy & Safety

Version 2024.1



Inside Out Education

Statement

This policy is intended to identify our obligations by law, and measures taken to reduce risk and manage safety without the Business. Inside Out Education ©, launched in 2014 with the aim of providing quality, outdoor activities for children aged eight and above. These activities are deemed by the company as either ‘adventurous’ or ‘bushcraft’ in nature and as such are varied. As such, we do not agree, as a company, to completely remove risk, as in the large majority of cases this is infeasible. However, this policy and its contents are here to outline how we intend to manage the risks effectively, working alongside measures outlined within RRP’s (Risk Reduction Plans).

This policy is written in direct consultation with the relevant RRP’s and as such should be read in conjunction with those.

Section 1 | Legal Obligations

1.1 Inside Out Education is a company that offers Adventurous, Bushcraft and learning opportunities for children and young people. Part of their purpose is to encourage participants to face new challenges and learn to take reasonable risks. In order to do that safely, the adults involved must know their role and ensure that the necessary risk assessments are carried out regularly and thoroughly. The following guidance for adults and children must be clearly understood by all concerned.

1.2 (Health & Safety At Work Act 1974 and Regulations 1992) Employers must:-

- Assess the risk of activities.
- Introduce measures to control those risks.
- Tell their employees about the measures they have introduced.
- Follow LEA Guidance on Educational visits and journeys for arranging school visits (but decisions about visits are usually delegated to the head teacher).

1.3 Employees must:

- Take reasonable care of their own and others’ health and safety.
- Co-operate with their employers over health and safety matters.
- Carry out activities in accordance with training and instructions.
- Inform the employer of any serious risks.

- Act in accordance with the teacher’s common law duty (as a reasonable parent would do in the same circumstances).
- Follow the written procedure for arranging school visits, including obtaining the head teacher’s prior approval.

Section 2 | Activities

Woodland Spaces

2.1 The activities listed below are included in the Company’s programmes. These can be used in relation to Birthday Parties, Holiday Camps and Workshops. All of which have a Risk Reduction Plan (RRP) assigned, detailing the risks and how they should be managed.

2.2 Onsite Activities:

- Archery
- Axe Usage & Safety
- Bowsaw Usage & Safety
- Bow & Arrow Making
- Building Activities
- Bushcraft Kitchen areas
- Candle Making
- Charcloth Making
- Clay Crafts
- Flint spears
- Fire Craft:
 - Rod & Striker
 - Flint and Steel
 - Fire by Friction

- Swedish Candle
- Battery Method
- Chemical Fire Lighting (including potassium permanganate)
- Lighter and matches
- First Aid
- Foraging
- Knife Usage, Law and Safety
- Leather Work
- Map Reading & Navigation
- Natural Cordage
- Night Games
- Outdoor Camping
- Paracord Craft
- Rope Ladder
- Rope Bridge
- Shelter Building
- Sisal Trail
- Sling Shots
- Woodland Tool Use
- Tracking
- Treasure Hunt
- Tree/Plant Identification
- Water Games
- Water Purification
- Whittling
- Wide Games

2.3 Archery is a regulated activity, and as such instructing staff must hold relevant qualifications for the role. At current this member of staff is **S.Glencross**.

Hikes

2.4 During the Holiday Camps, it is programmed that all children will participate in a hike. Details of what it involves, and the activities it involves are as follows:

- Foraging
- Compass Work
- Hiking uneven/Woodland Terrain
- Green Cross Code
- Map Work
- Natural Navigation
- River Games
- Roadside Walking/Crossing
- Tree Identification
- Water Collection

2.5 Alongside RRP's for this activity and the activities where applicable (listed above), it is the duty of Inside Out Education to provide a detailed route card for the hike, showing clear grid references and evacuation points.

Offsite Activities/Provision

2.6 The company regularly gets work and invites to support local events in schools, with social clubs and companies. Not all the activities are transportable, and for safety reasons some are limited to onsite only. The following activities can be taken to offsite locations:

- Firelighting using Ferrocerium Rod and Metal Striker
- Firelighting using Flint and Steel Striker.
- Firelighting using Friction.
- Fire Cooking
- Leather Work
- Map Reading & Navigation
- Night Games
- Hunting Tools workshop
- Paracord Craft
- Sisal Trail
- Sling Shots
- Woodland Tool Use
- Water Purification
- Whittling (Simple)
- Wide Games

2.7 All off site activities are subject to 'pre-visit' by a senior member of staff. Activities must be agreed by a member of IOE staff and a member of staff from the venue, in writing, prior to the visit.

2.8 RRP's for activities are to be reviewed by every member of staff (delivering) before an event. These are to be signed and acknowledged at the time.

Section 3 | Obligations of Staff

3.1 In line with legal expectations, all staff:

- are DBS and background checked prior to being offered employment. Background checks to include a

minimum of two professional references.

- must be over 18.
- must be physically able to complete the activities.
- must complete a compulsory training course, covering the basic competencies of the activities provided. The course must be passed in order to proceed.
- receive child protection training.
- expected to follow the policies and procedures of Inside Out Education.

3.2 Leading staff are present on all activities. They will be clearly identified to staff and venue staff where applicable. They are responsible for:

- General site management
- Activity management
- Time management
- Staff management
- Overall child protection issues, ensuring that they are passed to the SSO (Senior Safeguarding Officer) as soon as convenient to do so.
- Ensuring that there is adequate first aid provisions.
- Make changes where necessary to any of the provisions.

3.3 Adventure Support Staff should:

- Work on a ratio of 1:10 at all times with children.
- Never be solely left in charge of the site, unless staffing and allocated to do so.
- Manage risks in line with policies, procedures and RRP's.
- Raise any concerns in relation to health and safety, as and when they arise.
- Provide and manage activities with due diligence and care.

Section 4 | Working with Children

4.1 We have a strong ethos of allowing children to space to find independence, alongside the support that is needed to stay

safe. As such we only issue children with Four rules alongside our Discipline Policy:

- Under no circumstances should anyone cross/leave the woodland site. The boundaries are clear, and under no circumstances should they be crossed.
- Toilets are for toileting only, and not a playground.
- Instructions given by adults must be followed.
- Do not put yourself or anyone else in danger.

4.2 Children are all taught about safety, both with the equipment we use and in the setting we're in. Inside Out Education believes that being safe is about knowing how to manage risk, and to manage risk you must understand what is dangerous. As such, we carefully teach children about woodlore, the risks, the benefits and how to manage the two.

4.3

Section 5 | IOE Sandpits

5.1 The Sandpits is a 1.8 acre site, situated between Downham Market and Kings Lynn. Made up of Birch, Oak, Rowan (Mountain Ash), Hawthorne and Holly trees. Site is mix of trees, bushes, open spaces and spaces that in the summer become more lush with Bracken ferns and tall grass

5.2 The sandpits is clearly demarcated with Hawthorne bushes surrounding the northern, Eastern and Western boundaries. The Southern Boundary is demarcated by a row of thick nettles and brambles, before bordering onto Runcton Road. The road is a national speed limit road.

5.2.1

2024 Update

Following a Site overhaul, the 'Sandpits' woodland has been reduced to a "back-to-basics" woodland. This means the

complete removal of the bushcraft kitchen and the dining area. The Firepit still remains however with the removal of the parachute shelter, the toilets also remain, with a pending update in the 2024 year.

~~5.3 The sandpits, for our use is split into seven areas:~~

- ~~— The Kitchen: Covered by a larger 52m parachute the kitchen space is situated on a level, raised area to the North West Side of the site. (See 5.4)~~
- Birch Wood: Used for staff accommodation and storage. The area is strictly off limits to children unless accompanied by a member of staff. (See 5.5)
- ~~Fire Pit: The main teaching area, situated toward the eastern centre of the sandpits. Surrounded by four long seating beams, the area allows for three small fire, or a single, central larger fire. Again, the area is covered by a parachute canopy. (See 5.6)~~
- Toilets: Situated to the north eastern corner of the sandpits, the toilets are comprised of two wooden, raised toilet seats. One of which is moveable. The other fixed (see 5.7).
- Parking/Site Access: Situated to the South Eastern side, is a single large sweeping gate and parking for three vehicles. Access to the sandpits is via track heading north-west of the carpark. (See 5.8)
- Green Space: A large, open green space on the northern side of the site. The area is clear of overhanging trees and borders the Fire pit, Kitchen and Toilets. (See 5.9)
- Woodland Space: The remaining southern half of the site is a mixture of uneven land, bracken dens and old woodland. This area is used for wide games, the rope bridge, rope ladder and tree climbing. (See 5.10)

~~5.4 Kitchen: Following recent renovations the kitchen is now a larger L-shaped structure, with seating and table space for up to 18~~

~~children. There is also a preparation and washing station, utilizing a ceramic sink. The Kitchen In the interests of Health and Safety, and in compliance with environmental health, the Kitchen:~~

- ~~— Must remain wiped down and clean at all times, using antibacterial spray, hot water and a cloth.~~
- Food waste must not be left over the floor. All food waste is to be deposited in the correct bin and in compliance with the waste management policy.
- The bins must be emptied every three-four hours (depending on usage).
- The correct chopping boards (as outlined below) should be used for food preparations:
 - For birthday parties, the medium sized white chopping boards can be used.
 - For individual meals that do not require a mess tin, children can have use of the small chopping boards. In this case the colour of the boards is not relevant.
 - For large scale food preparations, the 'large' coloured chopping boards should be used. The colours should be used in accordance with food hygiene (displayed in kitchen area).
 - All chopping boards are to be wiped down thoroughly with hot clean water and an antibacterial cloth. They should be dry before being put away.
- ~~— Storage boxes for all kitchen goods and food products should be kept in the correct storage tent. Under no circumstances are food goods to be left in the open.~~
- Storage boxes should be inspected at the end of every shift, ensuring that all equipment is inside (list

provided for each box), and that all equipment is dry, clean and mould/mildew free. The check sheet should be signed:

- ~~— In addition to the above, storage boxes are subject to a 'deep clean' every five/six months, depending on usage.~~
- ~~— Food boxes should be deep clean at the end of every event, in preparation for the next event.~~
- ~~— Water canisters are subject to deep clean annually, where they must be sterilised.~~
- The fire must remain well managed and observed at all times.
- Children are permitted/encouraged to help themselves to drinks, with water coming from a specific water station.
- Recyclable waste should be (where applicable) washed, dried and placed into the grey bin. Items can include:
 - Cardboard
 - Plastic & Glass Containers.
 - Clean Cans
- General Waste should be placed in the black bin. This should be doubled lined with bin liners and removed from the site at the end of every shift.
- Food Waste should be placed in the red bin. The contents of which should be emptied and burned at the end of every shift.
- ~~— The kitchen is fitted with a ceramic sink, must be used as follows~~
 - ~~— All food debris should have been previous emptied into the correct bin.~~
 - ~~— The sink should contain hot, soapy water and sponges. Children are to be encouraged to take an active part in washing and drying.~~
 - ~~— At no time should the sink be left with dirty water in it. These should be emptied into the specific drain away~~

section. Any food/fat contents should then be lifted and burned:

- ~~— The alter fire, located at the center of the kitchen and comprised of a large rectangular enclosed, raised firepit that has been constructed from pallet wood with stainless steel insurts, then filled with sand.~~
 - Cast iron giddles and stainless steel wire gills can be used with the alter fire
 - ~~— Heatproof gloves must be used when moving anything on the alter fire~~
 - ~~— Children must be supervised when cooking on the alter fire.~~
 - ~~— Alter fire must remain clear of food debris and any rubbish.~~

5.5 Birch Wood: The area is dense with silver birch saplings and mature trees. In the interests of health and Safety:

- The area is strictly off access to children, unless under supervision of staff.
- The wood store (pioneering poles), must be well kept and managed with wood put away properly at all times.
 - Longer/taller poles stood and secured the side of the wood shelf.
 - Shorter poles, laid on the shelf, arranged large to small.
- In terms of maintenance, all low hanging branches that are an obstruction to walkways, should be pruned/cut back.
- Dead wood should be removed to prevent falling. Cutting should be to the ground level, without leaving obstructions.

5.6 Fire Pit: In the interests of health and safety:

- There should be no running in, or directly around the fire pit. The guidelines are a large risk, along with the seating, fire(s) and unlevel ground.

- Entering the pit should be via the two designated areas.
- There should be no more than three small fires, or one large one in the centre.
- Resources should be stored behind the sitting logs, and not within distance of fires.
- Children and staff should sit to eat, and wait for others to finish before moving.
- Everyone, should be responsible for equipment, ensuring it is put away once finished with.

5.7 Toilets: As a bushcraft Company, we pride ourselves on being eco friendly and respecting the environment. As such the toilets are:

- It Consists of a block of three, free standing units with lockable doors.
- Unit one is a designated 'solid waste' toilet, with urine separator. It is important that children are taught how to use this toilet, ensuring that it is compliant with the company's waste management policy.
- Unit two is a liquid waste only toilet. It is important that children are taught how to use this toilet, ensuring that it is compliant with the company's waste management policy.
- Unit three is a shower unit. Unless otherwise agreed by staff, the shower unit is for adult use only.
- Toilets are equipped with biodegradable toilet roll, which can be placed in the solid waste toilet, or bin provided.
- Outside and to the right of the toilet block there is wash station, complete with baby wipes and antibacterial gel. Baby wipes are to be placed in the bin provided and treat as 'general waste' in accordance with the company's waste management policy. All children are taught about how to use this and the importance of good hygiene.

- There is a strict, 'no play' rule for toileting, to ensure that the area remains well maintained and respected.

5.8 Parking/Site Access: In the interests of Health and Safety:

- The area is strictly off limits, unless under the direct supervision of staff.
- The gate must remain closed, and locked at all times, with the keys place clearly accessible to all staff.
- The gate must remain unobstructed at all times with cars parked to the side, allowing access for emergency vehicles.
- Cars should be turned off, and never come onto the side whilst children are on site.
- Moving traffic on site is restricted to 5 mph.
- The car park is limited to a total of 10 parked cars at any time, including staff.

5.9 Green Space: In the interests of Health and Safety:

- The area must be kept free of obstacles at all times.
- Efforts must be taken to prevent the area being 'churned' up and becoming difficult to walk on in harsher weather conditions.
- Low hanging foliage should be cut back to allow ease of access.

5.10 Woodland Space: In the interests of Health and Safety:

- Trees should be well maintained, with dead wood removed carefully to prevent injury.
- Obstacles should be cleared, within reasonable expectation.
- Excluding the natural formations, there should be no dug hole left open.
- Children, like in other spaces, should be well supervised at all times, especially when using the Rope Bridge, Ladder of climbing trees.

5.11 Chop Shop: located near the rear/centre edge of the sandpits, the area is a 5x5m roped off area complete with a chopping stump. The area can be used for axe work in conjunction with the appropriate RRA.

~~5.12 Craft/Staff Tent: Located to the rear side of the birch wood and used as both a wet weather craft area and staff, is equipped with a couple of chairs, small gas burner and equipment to make a hot drink.~~

- ~~— Are must remain clear at all times with no rubbish left behind.~~
- ~~— Aerosols to be used outside of the tent.~~
- ~~— Bed to be kept tidy at all times and staff should keep their personal belongings in their bags.~~
- ~~— Up turned green boxes can be used as work surfaces for crafts, and blankets kept to use over these to prevent dirt/debris.~~
- ~~— Strict no shoes area.~~

Section 6 | Wild Camping

6.1 A large part of our Holiday Camp programme is the option to camp out in a Bushcraft/Survival Shelter. The shelters must be:

- split by gender.
- built using sturdy materials that have been checked prior to use.
- Water resistant, using a high quality waterproof tarpaulin.

6.2 Shelters normally sleep anything from one to six children.

6.3 In the interests of Health and Safety, Inside Out Education provides all the sleeping equipment needed. This includes a ground mat, four season sleeping bag with comfort rate of -1° to 4° and a waterproof Bivvy Bag. Children are all supported in using the equipment so that they stay both warm and dry.

6.4 Children are asked to bring slip on shoes/crocs/wellies for overnight use, as

they are easy to slip on in the case of getting up and getting help/going to the toilet.

6.5 Children are all encouraged to go the toilet before bed. This helps to prevent bed wetting, leading to other complications in colder conditions.

6.6 Children must have a clean change of clothes to sleep in. All children are asked to change before bed, including underwear. This prevents the condensation of sweat from the day, and helps to ensure no moisture travels into the sleeping bag with them. Recommendations for clothes to sleep in are as follows:

- Regular, pyjama tops and bottoms. Full length and not shorts/short sleeve.
- Clean underwear.
- A beanie style hat for colder conditions.
- We advise bare feet for sleeping, although in colder conditions a set of clean, dry socks for sleeping in can be kept in the bag.
- No jumpers/extra thick pyjamas.

6.7 In the interest of emotional well being, staff remain up until all children are asleep. Children know how to then get help throughout the night, should they need it.

Section 7 | Changing, Washing & Hygiene

7.1 A changing/wash shelter is provided for children, with a separate area for staff/adults.

7.2 It is strongly advised that children/parents follow kit lists and packing recommendations.

7.3 Boys/Girls must change separately. This is split again so that children aged 8-10 change separately to children aged 11-14.

7.4 Children are taught the importance of good hygiene on camp. This is enforced by

washing and changing every morning after sleeping out.

7.5 Children should come prepared with a wash kit that contains necessary/age appropriate washing resources.

Section 8 | First Aid

8.1 Senior staff have all received level 3, FAW (First Aid at Work) training. They are onsite at all times during an event alongside both a minor and major injuries first Aid kit.

8.2 All first Aid incidents are recorded in the accident log, which must be signed by both parents and attending first aiders. All the facts relating to the incident must be included on the first aid form.

8.3 In the event of a major incident, then staff will call for Emergency services, at which point all staff should adhere to the Emergency Procedures Policy.

Section 9 | Pastoral Care

9.1 Inside Out Education prides itself as a company that provides appropriate support to children aged between 8-14. We recognised that staying away from home can be daunting, regardless of the experience. To support children:

- Staff are encouraged to form professional relationships with children, allowing for open conversations.
- Camps are often team split, allowing for children to have a dedicated member of staff to whom they can go if feeling concerned. Although it is made clear that they can talk to any member of staff whilst on site.

9.2 Homesickness is a common occurrence for first timers, and more timid campers. Inside Out Education and its staff, endeavour to support young people to feel ready to camp out. We strongly encourage children to bring a comfort item (teddy etc), as this can help to ease homesickness. If staff feel

that a child's emotional well being will be compromised by them remaining in camp, then the decision can be to contact parents.

9.3 Our holiday camp programme has been carefully designed to support first time/timid campers. Monday and Tuesday are 'non' camping days, allowing children to acclimatise to the environment and meet both their fellow campmates and staff.

Section 10 | Obligations Parents, Guardians & Teachers

10.1 Parents are obligated to provide details of any medical, emotional, physical or psychological needs their child has within the booking form. Staff can then plan to adequately support children on an individual basis. Staff in turn are legally obliged to handle this information with both confidentiality and dignity that everyone deserves.

10.2 Parents are obliged to inform Inside Out Education if between the time of booking, and the camp itself, any of the above changes.

10.3 Medication must be provided with clear, hand written instructions including:

- The required dosage
- Frequency
- Time
- Child's name.
- Clearly labelled medication (if more than one).

10.4 Parents are required to check all consent forms, ensuring that they arrive signed on the first day of the camp/event. Failure to do so will result in children being refused access.

10.5 Parents are obliged to either arrange transport for their child. If their child will be collected by an authorised person, then Inside Out Education should be informed first. Failure to do this can result in Inside Out Education refusing to release the child until confirmed as safe to do so.

Section 11 | Weather & Outdoor Working

11.1 Dealing with the weather in an outdoor environment is a large part of what we do here. As such, we carefully cover this with children. There are two semi-water resistant shelters on site. One is the kitchen and the other is the fire pit.

11.2 Children are asked to come with both the correct clothing and footwear for the conditions/ environment. Failure to do so can result in children being refused access to activities

11.3 Activities are all subject to dynamic risk assessment. If staff feel that weather conditions are too extreme, and therefore endanger life. Then a decision can be made to alter or altogether cancel an activity/event.

11.4 Lighting and Storm Response:

- Where storm warning are issued; events must be cancelled and rescheduled.
- Where storms occur during an event, without prior warning - staff must respond using ERP Red (Emergency Response Procedure); ensuring participants where possible take shelter in vehicles. Where this is not possible; staff should spread participants out in small groups around the woodland while arranging evacuation.

11.5 High Wind Response^(Updated 2024):

- Events must be cancelled and rescheduled where winds are forecast to breach either the following:
 - 25 mph (average)
 - 40 mph (gust strength)
- Where high winds occur during an event; and without prior warning - staff must respond using ERP Red (Emergency Response Procedure) and evacuate the woodland.

11.6 While Inside Out is aware of multiple providers of weather forecasts; only Met-Office forecasts can be considered in evaluations of weather.

2024 Update

Following the high winds experienced on the 2023 Christmas cracker, the policy has been changed. The Woodland must be evacuated in the event of either of the limits being breached. More emphasis on the gust speed being overly high.

Section 12 | Responsibility

12.1 As previously mentioned in Section 3, all staff are responsible for the safe delivery of activities and provision at Inside Out. This responsibility does not reside with a single named individual. It is the responsibility of all staff.

12.2 The duty manager for the day will ensure that all staff are briefed on any pre-site check elements that should be considered; and will act as a point of contact for Health & Safety enquiries.

12.3 Policies will be managed and reviewed inline with section 13 by either the Company Director or Bushcraft & Adventure Manager.

Section 13 | Review

This policy is subject to annual review, or sooner if circumstance or incidence requires.

Reviewed and updated by S.G (09/01/2024)