



Penwortham
Primary School



Forest School Handbook of Policies and Procedures

To be read by all Forest School Leaders, Volunteers and Visitors to
Penwortham Primary School Forest School Sessions

Welcome to Penwortham Primary School Forest School Handbook.

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Introduction

The Penwortham Primary School Forest School Handbook contains information, policies and procedures relating to running Forest School sessions on Penwortham Primary School grounds in a safe and enjoyable environment.

This handbook provides a comprehensive guide for educators, parents, volunteers, and visitors participating in our Forest School Programme. It outlines our policies and procedures of operating Forest School sessions within a woodland environment or on school grounds. The information within this handbook is to ensure all participants benefit from an educational experience while prioritising safety and ecological awareness.

What is Forest School?

Forest School programme is an approach to outdoor, child led learning over a series of sessions throughout the year. Each year group are to participate in forest school sessions for a half term with all years staggered appropriately across the full school year. These sessions will support the main curriculum, particularly literacy, science, maths, and the arts. The sessions will provide children the opportunity to explore new environments, develop and learning in the great outdoors and foster a love for nature. With strong emphasis on raising all pupil's self-esteem and independence will encourage and nurture resilience, compassion, and creativeness along our pupils.

Forest School Ethos

Penwortham Primary School's Forest School ethos values respect for pupils, fostering their curiosity and self-directed learning. Exploring and play are at the heart of our Forest School ethos and gives pupils opportunities to free play and explore our outdoor environment. Forest School is not structured based upon classroom lessons of planned activities and learning and instead ventures into the realms of unplanned, unexpected, and unlimited ways in which we run activities around the pupil's curiosity and interests. Outdoor learning is central to supporting learning in our pupil's as the changing seasons provides an infinite source of learning that heightens their senses including smells, textures, sounds, tastes as well as a range of ever-changing visual stimuli. Outdoor experiences enable pupils to develop their curiosity, confidence, self-esteem, creativity, empathy, communication skills, knowledge of the natural environment and ability to assess risk.

Forest School Aims

Our Forest School aims will align with our school values of *Aspire, Belong, Care and Discover*. The aims are to provide all pupil's a safe environment that they can explore, nurture, and make self-led discoveries in outdoor learning. This will enable pupils to learn from their own interests while caring and create belonging in the natural environment. Sessions will aspire pupils to challenge themselves and achieve their own goals while encouraging them to be their personal best and be happy children who achieve. To achieve this, we expect our pupils to be ready to learn, respectful to their surroundings and peers while being responsible for their own learning.

We will provide a quality Forest School experience by following these six principles:

- 🍃 Forest school is a long-term process with weekly sessions during half term time will ensure it remains frequent and regular of each class. These sessions will be held at different times of the year so each year group will experience diverse Forest throughout their Penwortham Primary School journey.
- 🍃 Forest school will take place outside; we will utilise our on-site Forest School area and outdoor classroom.
- 🍃 Areas of child-led learning that will be explored include intellectual, emotional, social, physical, and creative development.
- 🍃 We will assist pupils in taking appropriate risks suited to their environment and abilities. However, we will not push them beyond their capabilities, as this could potentially endanger them.
- 🍃 Forest school is a child-led process where we follow children's interests through planned activities. This may involve modifying or omitting lesson plans if the activities do not engage the participants.
- 🍃 A qualified Forest School practitioner will consistently lead the sessions, with continuing professional development strongly encouraged to enhance the learners' experience.

Forest School Activity Examples

Our Forest School programme session activities will depend on the ability and experience of the participants. Examples of Forest School activities are:

- 🍃 Learning about plants and wildlife.
- 🍃 Building dens and structures.
- 🍃 Fires and cooking.
- 🍃 Games and imaginative play.
- 🍃 Natural crafts.
- 🍃 Using tools such as knives and saws.
- 🍃 Scavenger hunts.
- 🍃 Seasonal celebrations.

Penwortham Primary School Policies

Penwortham Primary School has additional policies which will be adhered to while running Forest School sessions.

Policies include:

- 🍃 Positive Relationships and Behaviour Policy.
- 🍃 Safeguarding Policy.
- 🍃 Child Protection Policy.
- 🍃 SEND Policy.
- 🍃 Health and Safety Policy.

- ☛ Health and Safety at Work Act 1974.
- ☛ Children Act 2004 & RIDDOR.

Implementation of Forest School

A qualified Forest School Leader Level 3 practitioner will deliver Forest School sessions. The practitioner will deliver the programme by following the guidance set out within this document. A copy of all policies and procedures in this Handbook will be available to all Leaders, staff, volunteers, and visitors to Penwortham Primary School Forest School Sessions. This handbook includes vital information needed to run each session including procedures in an event of an emergency.

A three-year subject development plan has been completed to implement the advancement of the Forest School Programme. Please see separate Forest School Development Plan document that accompany this Handbook.

Certificate of Employers' Liability Insurance Certificate is held by the School Office. The amount of cover provided by this policy is no less than £5 million.

Roles and Responsibilities at Forest School

The Forest School Leader will have responsibility for:

- ☛ Risk assessing each session, pre-visit site sweep checks and continuous safety monitoring. Forest School Site Sweep Check Sheet available in Appendix A.
- ☛ Planning each session for different age and needs of cohort including any individual needs.
- ☛ Ensuring pupils are following the rules and continued dynamic risk assessments done through out sessions.
- ☛ Ensure Forest School equipment is in good condition and taken to the area.
- ☛ Provide first aid and ensure kits are stocked.
- ☛ Supervision of fire use and following rules set out in this document.
- ☛ Supervision of tool use and following rules set out in this document. Tools are safe and clean.
- ☛ Organising emergency procedures.
- ☛ Ensuring Forest School area is clean and natural environment after use.

Staff, pupils, and volunteers will be responsible for:

- ☛ Model good practice and behaviour throughout the session.
- ☛ They will carry out any assigned roles, responsibilities within the session as directed by Forest School Leader or Headteacher (SLT on their behalf). This is to extend pupils knowledge and learning by asking extended questions.
- ☛ Support pupils to manage own risk, remind pupils of Forest School rules as well as School rules including boundaries of the area we are using.
- ☛ Beware of dangers within the Forest School setting or activity equipment.

- ✎ Always monitor levels of safety for both pupils and adults.
- ✎ Support the Forest School Leader to run the sessions.

Forest School Equality and Diversity

All pupils of Penwortham Primary School will be included in Forest School activities and no form of discrimination will take place. Reasonable adjustments will be made to make Forest School sessions inclusive for all. Inclusion runs through all Forest School activities regardless of pupil's ability, race, disability, gender, or culture.

Forest School Child Protection

The Forest School Leader and accompanying adults are responsible for the safety of pupils when attending a Forest School session. We are committed to creating a safe environment free from harm for all pupils. The Forest School Leader is to monitor and minimise the risk of abuse taking place within sessions by:

- ✎ Educating pupils on how to stay safe and speak out.
- ✎ Act on any allegations arise by following Penwortham Primary School Child Protection Policy and Safeguarding Policy. All adults working in Forest School sessions need to understand that when pupils feel safe and secure their instinct to trust and risk take is encouraged, they may disclose information which may be keep to themselves.

Any adults who find a pupil disclosing them something that is concerning should:

- ✎ Listen to the pupil and let them lead the discussion.
- ✎ Keep calm, offer reassurance to the pupil, and accept what the pupil has said.
- ✎ Make NO promises. You cannot 'keep a secret.' Adults should make it understood that are limits to what can be kept confidential at the start of disclosure. Adults should talk to the pupil on the level for their age and understanding.
- ✎ Adults WILL inform the Designated Safeguard Lead or Deputy and follow the Safeguarding procedures in Penwortham Primary School.
- ✎ Adults will record an accurate, written record of the conversation including date, time, the location and what the pupil has disclosed and your conversation. Keep this information secure and hand it to the Designated Safeguard Lead as soon as possible or record it on CPOMS if adult has access.
- ✎ Any suspicion of abuse or neglect will have prompt action and dealt with according to Penwortham Primary School Safeguarding Policy.

Forest School Behaviour Procedures

The Forest School Leader will follow Penwortham Primary School's Positive Relationships and Behaviour Policy. If the behaviour of an individual, or group of pupils is such that it puts others safety at risk then the individual(s) may be required to return to the classroom and be accompanied by an adult. This will be at the discretion of the Forest School Leader and Headteacher.

Forest School Health and Safety Procedures

In Forest School sessions pupils are encouraged to develop their own risk assessment skills and Leaders will help support them become responsible for themselves and their peers. Pupils will be reminded of the Forest School rules and procedures at the start of each session. Pupils will be reminded on how to play safe and safety rules. Penwortham Primary School policies listed above will be followed to enhance pupil safety. Forest School programme includes activities considered to have a higher risk for participants. The Forest School approach is to consider the risks and potential benefits of each activity. Here at Penwortham Primary School, we seek to minimise risks by following appropriate procedures and conducting risk assessments for more risky activities such as tools and fires.

- ☛ Qualified Forest School Leader to run and be present at all sessions to ensure safe practice.
- ☛ Forest School Ratios is 1 adult to 15 children.
- ☛ Staff and volunteers will be DBS checked.
- ☛ Risk assessment to be completed / updated before each session.
- ☛ Risk assessment to be completed / updated for tools.
- ☛ Risk assessment to be completed / updated for open fires is allowed and protection procedures will be followed.
- ☛ Weather check to be conducted before session. Session will continue unless extreme weather conditions which will lead to evacuate area.
- ☛ All pupils and adults to wear appropriate clothing for weather conditions. Forest School Clothing Check List available in Appendix B.
- ☛ Forest School Incident Report Log Form available in Appendix C to report any incidents, injuries or near misses.
- ☛ If a hazard arises then implementation of new rules will apply until hazard has been removed.

Risk assessments will include:

- ☛ Forest School area.
- ☛ Open fires and fire lighting.
- ☛ Use of tools (e.g. saws, bill hook, knives etc...), equipment, resources, and activities.

Please see separate Risk Assessment documents that accompany this Handbook.

Any administering of medicines will follow the School Procedures. The correct documentation must be filled in by guardians and stored securely in the school office for School to administer any medication. Medical information is stored securely by School Office Staff and is available on request when dealing with a first aid incident.

Forest School Emergency Procedures

In the event of an emergency the Forest School Leader will follow this procedure:

- ☛ Emergency whistle or call will be blown/shouted.

- ☛ Pupils advised to put down equipment, stop activity and come to adult who has said call.
- ☛ Forest School to assess situation and remove and hazards.
- ☛ Once hazard has been removed the Forest School Leader will deal with the incident or follow the first aid procedures in a case of an accident.
- ☛ In the case of the Emergency Services needed the Emergency Service Request Form will be followed in Appendix D.

Forest School First Aid Procedures

Level 3 Paediatric Outdoor First Aid:

- Mrs L Barlow – Head of EYFS and Reception Teacher
- Mrs R Duke – Forest School Lead and Teaching Assistant

Level 3 Paediatric First Aid:

- Miss N Fishwick – Teaching Assistant
- Miss E Ainsworth – Teaching Assistant

All these staff members are allowed to administer first aid when needed.

- ☛ **Defibrillator situated in cabinet beside the small cupboards under worktop next to glass double doors in entrance hall.**
- ☛ First aid kits will be available for ever session and be checked regularly. General first aid kit, burns kit and catastrophic bleed kit to be available. Forest School First Aid Check List available in Appendix E.
- ☛ Whilst dealing with a first aid incident the Forest School Leader will ensure safety of all other participants within the group requesting help from other staff members if needed. Adults participating in the Forest School session will be asked to monitor the other pupils. Pupils will be moved away from first aid incidents and if necessary, taken back inside school.
- ☛ Seek emergency services/help if needed. Call 999 or 112 for emergency or 111 to seek advice. To request an emergency service please use request emergency service form available in Appendix D.
- ☛ If a person eats parts of a plant (dangerous or not), then guardians will be informed and advised to seek medical advice. If person is responsive, then identify what has been swallowed. Call 999 if unresponsive or having a reaction. Reassure them. Don't make them vomit but if they do keep vomit in bag and monitor person.
- ☛ Contact with guardians (pupils) or next of kin (adults) and complete the relevant accident first aid report forms.
- ☛ Inform Headteacher / Deputy Headteacher (SLT member) of incident as soon as possible.
- ☛ Medication (e.g. inhalers/EpiPens) for all pupils and adults are taken to the Forest School Area for the sessions and beware of individual pupil medical conditions.

- Any major injuries and near misses to be report on Forest School Incident Report Log Form available in Appendix C. Any first aid treatment administered been to be logged on first aid slips. White slip to be sent home with pupil and yellow slip to remain in school.

Forest School Local Medical Facilities

The nearest Accident and Emergency services department (open 24 hours) is Royal Preston Hospital, which is 5 miles away from Penwortham Primary School.

Royal Preston Hospital, Sharoe Green Lane North, Fulwood, Preston Lancashire PR2 9HT.
Telephone 01772 716565.

For non-emergency ailments call 111 or get help from 111.nhs.uk.

Forest School Legislation

Equipment involved in an accident or major injury is stored in an untouched condition. Equipment must stay in the same state of when the incident happened in case it is required by the police.

Forest School Incident Report Log Form available in Appendix C and first aid slips forms must be completed for all participants affected by the incident. Keep careful, accurate written recorded of the incident by logging all facts, events, date, time, and location. Written logs need to be kept in a secure place or submitted on CPOMS. Records must be kept until matters are final settled. If possible, take photographs and store securely with written log.

Incidents leading to admittance to hospital or resulting in adults not being able to work for three days afterwards must be submitted to RIDDOR. Office staff can help submit or contact RIDDOR.

Forest School Tool Procedures

All adults and pupils will follow the rules and procedures outline by the Forest School tool risk assessment. Pupils and participating adults will be taught the correct safety and use of each tool before being allowed to use it. Pupils will be taught in small groups or 1:1 depending on ages and needs of the individual pupil. Ratios will be set by Forest School Leader and Headteacher depend on cohort needs.

- Tools to be check they are fit for use before every tool activity session.
- Tools that are in safe working order will be used.
- Forest School Leader will demonstrate how to use tools safely to pupils and participating adults. Pupils will be shown demonstration again when it is their turn to use the tools.
- Small groups, 1:1 or 1:2 depending on age and ability will be supervised by Forest School Leader to use tools. Pupils MUST work at designated tool stations with safe distance between them.
- Relevant personal protection equipment to be always worn (gloves, eye protectors etc...)

- ✎ Tools to be counted in and out of toolbox storage. Inventory of tools to be done before and after every activity. Forest School Tool Inventory Check List available in Appendix F.
- ✎ Once tool has been used the safety cover must be replaced or bladed closed after every use.
- ✎ Walking around with tools is NOT permitted. Tools MUST remain in designated tool area.
- ✎ Tools to be stored in locked toolbox and kept securely out of reach of pupils. Toolbox is kept in locked caretakers' room when not being used.
- ✎ Tools to be cleaned and dried after each use to prolong the life of the tools. Any broken tools will be removed and disposed of safely by an adult.

Forest School Fire Procedures

Forest School Leader MUST be present for all fire activities. Forest School leader MUST be present when fire is lit, and fire must never be left unattended.

- ✎ Forest School Leader will explain and demonstrate to all participants the rules of lighting fires and tools used (fire steels). Pupils will be shown demonstration again when it is their turn to do fire activity.
- ✎ Small groups, 1:1 or 1:2 depending on age and ability will be supervised by Forest School Leader to do fire activity. Pupils MUST work at designated fire pit area.
- ✎ Fires will only be built and lit in designated fire pit area using suitable materials and equipment.
- ✎ All lit fires MUST be always supervised by an adult and all cooking activities.
- ✎ Water, fire blanket, heat-proof gloves and burns first aid kit must be kept in close range of fire to do fire activities. Water must be available to distinguish the fire.
- ✎ Fires are to be completely distinguished at end of session by an adult.
- ✎ If tarpaulin is placed above fire pit it should be at approximate height of 8 foot above the fire. Seating around fire pit is situated at a minimum of 1.5 meters away from fire.
- ✎ Relevant personal protection equipment to be always worn (fire protection gloves etc...)
- ✎ Pupils and adults are reminded of fire safety rules at every Forest School Session.
 - Walk behind log seats and step over seat to sit down on benches area fire pit area. If too small to step over enter and walk alongside benches and sit down.
 - Stand up and step over seat to exit fire pit area. If too small to step over stand up and walk alongside benches and exit.
 - Pupils are not allowed in centre of fire pit area. Pupils are only allowed when directed by Forest School Leader doing a fire activity. Adults should function as role models around fire pit area.

Forest School Food Safety and Hygiene Procedures

At Forest School pupils are taught a strict NO eating rule. Eating is only allowed by an adult led specific activity to prepare and cook food on the campfire. Pupils will be allowed to participate in simple cooking on the campfire led by the Forest School Leader such as toasting marshmallows or making s'mores. Staff members will follow food hygiene procedures when food is being prepared and cooked such as:

- ✎ Hands to be washed thoroughly before and after handling/preparing food. Cuts and grazed to be covered by blue plasters or gloves before handling/preparing food.
- ✎ Food needing preparation will be prepared in the school kitchen.
- ✎ Food will be stored in clean containers and transported to and from Forest School area in cool bags. Food will be kept sealed while activity is taking place to avoid attracting flies and insects.
- ✎ All 'use by' dates will be checked before foods are used, cooked, or eaten.
- ✎ Clean, fresh water in a sealed container will be provided for cooking.
- ✎ Clean utensils and cooking pans will be used with each activity.
- ✎ Clean, fresh warm soap water to be provided for pupils to wash their hands before handling food or cooking equipment.
- ✎ Pupils will be taught safety rules when cooking on fire following risk assessment and fire procedures. Adults to check all food is cooked before pupils are allowed to eat. Maximum of two children around fire depending on age and ability.
- ✎ Once pupils have cooked the food they will be asked to move to the benches around the campfire and sit and eat their food.

Cleaning and tidying away cooking activity:

- ✎ All uneaten food to be placed in black bin bags. Bin bags to be disposed of in the school bins at end of session by an adult.
- ✎ Campfire and food preparation area to be check that all food waste has been collected to avoid attracting vermin.

All cooking equipment to be washed in warm soapy water, dried and stored away correctly.

Forest School General Safety Procedures

Session safety procedures and routines are check before every session. Forest School Routine Check List is available in Appendix G. These routines are an exhaustive list but will provides insight into point to consider when planning sessions.

Outdoor activities will always need resources, and these will differ depending on what time of year it is. These resources will be to be checked to make sure they are safe, clean and in good condition to use.

Forest School Weather Conditions

Penwortham Primary School will follow the Forest School ethos 'there is no such thing as bad weather, only inappropriate clothing!' Pupils will be advised of extra clothing needed depending on weather. Warm waterproof clothing or sun hats and sun cream when appropriate. Extreme weather may make it impractical to run a Forest School session such as:

- ✎ High winds of 25mph or more forecasted by the Met Office online.
- ✎ Extreme elevated temperature forecasted by the Met Office online as an amber weather warning.
- ✎ Extreme low temperature forecasted by the Met Office online as 0 degrees or below.

- ☛ Amber weather warnings and lightening forecasted by the Met Office online.
- ☛ Activities will be planned to consider the weather of the season. Pupils will be dressed appropriately for seasonal weather. Cold climate activities will be shorter and more active to keep warm where warmer climate will be activities done in the shade with less movement. Pupils water bottles will be taken out for all Forest School sessions.

Forest School Clothing

The correct clothing is essential part of Forest School. Clothing advice will be shared with guardians of pupils and adult participants before taking part in Forest School. Forest School Clothing Check List is available in Appendix B.

Where possible, Forest School will keep a spare set of waterproofs in case pupils arrive without adequate protection. If possible and telephone call home to guardians will be made prior to session to source participants clothing.

Forest School Communication

Communication is an essential part of developing and delivering a Forest School programme.

Guardians of pupils will be contacted before the Forest School sessions on when their child's sessions will be running and what the appropriate extra clothing will be needed.

Communication will be sent out by either class teacher or Forest School Leader via the School Communication system.

Forest School Timetable for Pupils

Forest School runs on a every Thursday afternoon throughout the school year. Each year group attend Forest School for a six week half term sessions. Forest School timetable for the academic year:

Year Group	School Term
Pre-School and Reception	Throughout the year as part of EYFS Program
Year 1	Autumn Term 1
Year 2	Autumn Term 2
Year 3	Spring Term 1
Year 4	Spring Term 2
Year 5	Summer Term 1
Year 6	Summer Term 2

Forest School Environment

Environmentally friendly product and resources will be used in Forest School activities.

Recycled items will be used in activities such as planting seed in yogurt pots or plastic bottle bird feeders/bug hotels. The Forest School Leader will promote environmental awareness and care for our school grounds including wildlife. The Forest School area will be managed and maintain to ensure healthy fauna and flora. New flora will be introduced if needed to sustain a woodland environment. Flora will be removed to keep pathway clear and any branches at eye

level will be removed. Any dead or fallen tree branches will be cut down and stored for use on the fire. Stones and pallet bug hotel will be left in place to avoid disturbing wildlife habitats. Areas will be left to grow wild and planted with wildflowers to attract insect. Pupils will adhere to no picking rules regarding flowers.

The Forest School area will have a sweep check before every session making sure all litter and debris is removed and disposed of safely. Maintenance of the outdoor classroom and fire pit area will take place when necessary. Forest School Site Sweep Check Sheet available in Appendix A.

Penwortham Primary School will be considerate of the surrounding neighbourhood and try to minimise noise and smoke produced on school grounds.

Insects at Forest School

Insect bites and stings can happen while at Forest School particularly in spring and summer months. Most insect bites and sting cause a minor irritation. Guardians will be informed and advised to seek medical advice. Some people have a serious allergic reaction to bite and stings and will need immediate treatment and Forest School Leader will follow the Emergency First Aid Procedures.

If ticks are present on the Forest School site, then all participants will need to be checked as soon as possible following any activities. If a tick is found on the skin, then safe removal of tick is needed. More information can be found at [Tick bites | NHS inform - https://www.nhsinform.scot/illnesses-and-conditions/injuries/skin-injuries/tick-bites](https://www.nhsinform.scot/illnesses-and-conditions/injuries/skin-injuries/tick-bites). If consent is given by guardians of pupils, then ticks can be removed by Forest School Leader who is first aid trained otherwise a plaster will be applied and telephone call to guardians to arrange removal.

Map of Penwortham Primary School Site

(Please note picture from Google Maps and not up to date).

Key:

Blue Line – School Boundary

Green Line – Forest School Area

Brown Line – Wooded Area



Ecological Impact of Running a Forest School Programme

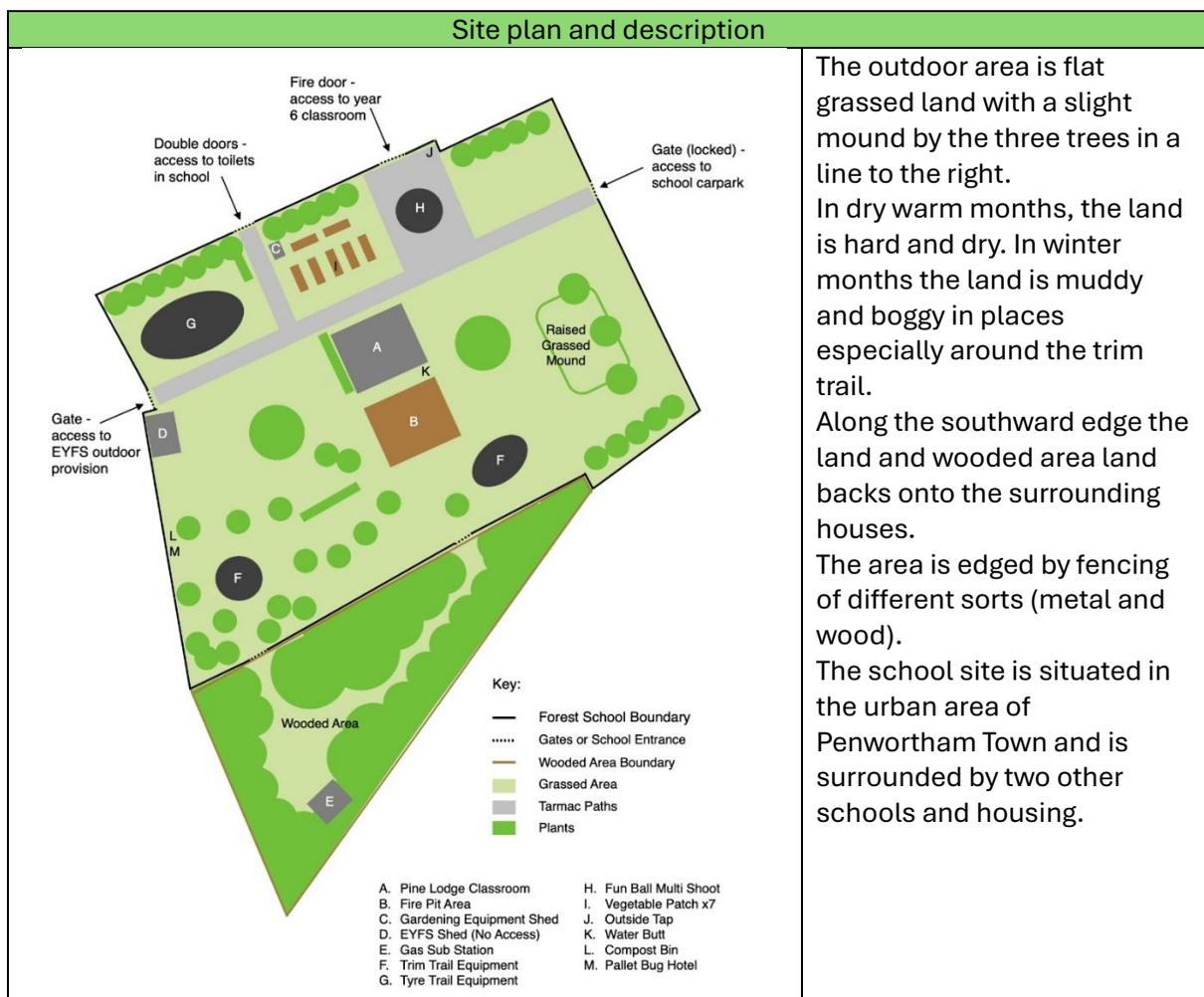
When considering the ecological impact of running a Forest School programme at Penwortham Primary School we must consider the different areas of our school landscape. We have a school playing field, playground, Muga (multiple sports area) and an outdoor learning area. The outdoor learning area is split into two sections for EYFS to have their own outdoor provision. The larger outdoor learning area contains an outside classroom, fire pit with surrounding seating,

vegetable patches, play equipment and lots of vegetation in the form of bushes and trees. Our land is grassed with tarmac paths across it to one side.

The fire pit is permanent fixture with wooden benches and tree stump seating and bark chip covering ground and path from outdoor classroom. The fire pit also has wooden poles to erect a tarpaulin shelter. Fire square is covered with stones and are moved when doing fire activities. Most of the bushes and trees around the area are well established and will need to be maintained along school building so the plants don't block out light from the classrooms. Parts of the grasses area become muddy and boggy in winter especially around one of the trim trial equipment. Activities are done in various areas around the site to allow the land to dry out and recover from severe weather.

Penwortham Primary School Site Survey

General Site Information	
Name of school:	Penwortham Primary School
Name of site:	Penwortham Primary School Forest School and Outdoor Learning Area including Pine Lodge outside classroom
Location:	Crookings Lane, Penwortham Preston PR1 0HU
Access gained via:	Either through school building or surrounding grounds
School telephone number:	01772 743321



Flora	
Trees	Trees surround the area on perimeter have been planted to form heading. Trees and bushes have been planted over the last couple of years to create a forest school environment. Species include rowan, maple, sycamore, pine, hazel, hawthorn, and fruit trees – see separate ‘Forest School and Outside Area Identification Booklet’ for details.
Plants	Hedging plants grown along school building including buddleja, montbretia and cotoneaster. Plants including rose bushes, daffodils, ivy are among the hedging. Willow has been planted to form a tunnel – see separate ‘Forest School and Outside Area Identification Booklet’ for details. Large areas of short grass.
Fungi	None identified (Spring 2025)
Mosses	None identified (Spring 2025)

Fauna	
Birds	Robin, various tits, wood pigeons, sparrows, crows, and seagulls
Mammals	Squirrel (Cats do walk through the school grounds from our surrounding neighbours).
Insects	Flies, wasps, bees, butterflies, worms, woodlice, snails, and ladybirds.

Abiotic Elements	
Water	No water on site apart from water butt collecting water from outdoor classroom roof and outside tap.
Soil	Loamy and clayey soils with naturally high groundwater due being close to River Ribble.

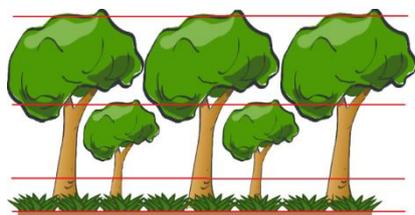
Archaeological Considerations
Originally farmland. School established before the 1920’s. Extension to junior block completed in 1995. No archaeological significance identified on grounds.

Forest School and outdoor area site management
Area of school grounds that doesn’t get used due to limited access for whole school. Within the last few years area re-purposed for Forest School programme. Outside classroom upgraded in 2024 with new fire pit area. Trees and bushes planted in 2023 to enhance Forest School environment. Grass is mowed by our neighbouring high school maintenance team and the site is maintained by the school site manager.

Forest School and outdoor area long term plan
To embed a regular Forest School programme using this site. Create a better Forest School environment by planting trees and plants to encourage wildlife. Provide equipment to undertake Forest School activities and designated safe areas for tool work.

Penwortham Primary School Impact Survey

Impact matrix to assess the ecological effect of running a Forest School programme in the outdoor learning area including a list of activities that can affect ecological structure of woodland plants and animals.



Canopy Layer

Understory Layer

Field Layer

Ground Layer

Impact on outdoor area						
Activity	Ground Layer	Field Layer	Understory Layer	Canopy Layer	Fauna	Flora
Moving around area	Walking on plants and cutting up grass if wet and creating muddy patches. (short term impact)	Walking on plants. Breaking stems and branches when moving along plants. (short term impact)	Breaking branches and trees or bushes. (medium term impact)	(minimal impact due to above height of pupils)	Disturbing wildlife habitats such as insects and small mammals. (short term impact)	Walking on grass, flowers, and plants. (short term impact)
Scavenger hunts/ exploring	Walking on plants and cutting up grass if wet and creating muddy patches. (short term impact)	Moving natural items such as leaves, twigs, branches, berries. (medium term impact)	Damage to plants from picking leaves and berries. (medium term impact)	Damage to trees from picking leaves and berries. (medium term impact)	Disturbing wildlife habitats. (short term impact) Removal of wildlife food like pinecones, catkins, and berries. Damage to plants from picking leaves and berries.	Walking on grass and plants. (short term impact) Damage to plants from picking leaves and berries. (medium term impact)

					(medium term impact)	
Creative activity with natural items	Disturbing ground plants. Removing natural items such as leaf litter or fallen items. Leftover non-natural items from activity such as string or equipment. (short term impact)	Removing natural items such as leaves, twigs, branches, berries. (medium term impact)	Damage to plants from picking leaves and berries. (medium term impact)	Damage to trees from picking leaves and berries. (medium term impact)	Disturbing wildlife habitats. (short term impact) Removal of wildlife food like pinecones, catkins, and berries. Damage to plants from picking leaves and berries. (medium term impact)	Walking on grass and plants. (short term impact) Damage to plants from picking leaves and berries. (medium term impact)
Creating animal habitats (e.g. bug hotel)	Disturbing ground plants. Removing natural items such as leaf litter or fallen items. (short term impact)	Removing natural items such as leaves, twigs, branches, berries. (medium term impact)	Damage to plants from picking leaves and berries. (medium term impact)	Damage to trees from picking leaves and berries. (medium term impact)	Creating wildlife habitats. (positive impact) Removal of wildlife food like pinecones, catkins, and berries. Damage to plants from picking leaves and berries. (medium term impact)	Walking on grass and plants. (short term impact) Damage to plants from picking leaves and berries. (medium term impact)
Shelter/den building	Walking on plants and cutting up grass if wet and	Damage to plants from using paracord	Breaking branches and trees or bushes from using	Damage to trees from using paracord	Disturbing wildlife habitats.	Walking on grass and plants.

	creating muddy patches. (short term impact)	to erect tarps. (medium term impact)	paracord to erect tarps. (medium term impact)	to erect tarps. (medium term impact)	(short term impact)	(short term impact) Damage to plants from using paracord to erect tarps. (medium term impact)
Fire lighting and campfire	Wood logs, twigs burnt leaving ash on ground. Ash will eventually degrade. (short to medium term impact)	Damage to plants from collecting firewood. (medium term impact)	Breaking branches and trees or bushes from collecting firewood. (medium term impact)	Breaking branches and trees from collecting firewood. (medium term impact)	Disturbing wildlife habitats. (short term impact)	Walking on grass and plants. (short term impact) Damage to plants from collecting firewood. (medium term impact)
Tool usage	Tool usage creating saw dust or small pieces of wood/bark.	Damage to plants from collecting wood. (medium term impact)	Breaking branches and removal from collecting wood. (medium term impact)	Breaking branches and trees from collecting wood. (medium term impact)	Disturbing wildlife habitats. (short term impact)	Walking on grass and plants. (short term impact) Damage to plants from collecting wood. (medium term impact)

Forest School Plant Identification Map

Below is a map of the Forest School Area and list of plant species.



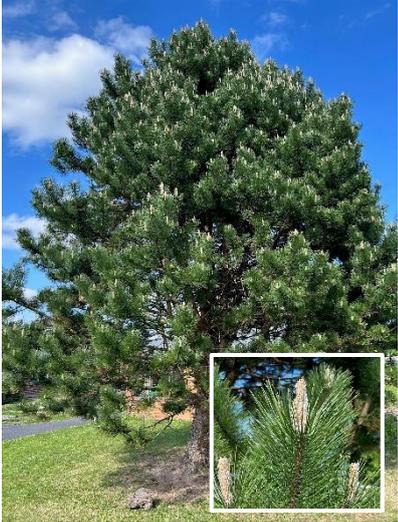
Forest School Plant Identification List

Map Position	Photograph	Plant Details
1.		<p>Buddleja - Davidii (Butterfly Bush)</p> <p>Evergreen vigorous growing shrub with clusters of fragrant purple flowers. Flowers attract butterfly and pollen loving insects.</p> <p>Height and spread: 5 metres. Leaves: Long lance-shaped green leaves. Flowers: Very fragrant tubular white or purple flowers in mid-summer to autumn.</p> <p>Toxic: None.</p>
2.		<p>Montbretia</p> <p>Grows in dense clumps of forming corms. Grown for the bright flowers.</p> <p>Height and spread: 1m height and 60cm-1m spread. Leaves: Sword shaped, erect green leaves. Flowers: Branched spikes of funnel shaped flowers (3-5cm long) in orange or yellow petals in summer.</p> <p>Toxic: None.</p>
3.		<p>Cotoneaster - Franchetii</p> <p>Evergreen shrub. Grown as a hedge due to its foliage and small flowers.</p> <p>Height and spread: 3 metres. Leaves: Small oval green leaves with white undersides. Flowers: Small five petalled pink tinged white flowers in early summer. Fruits: Small bright red fruits.</p> <p>Toxic: Red berries may cause stomach upset if eaten.</p>

4.		<p>Dogwood (Cornus)</p> <p>Deciduous broad leaf shrub or tree. Colourful stems in winter.</p> <p>Height and spread: 3 metres. Leaves: Oval green leaves often turn red in autumn. Flowers: Clusters of creamy white flowers in late spring and early summer. Fruits: Small blue/black berries.</p> <p>Toxic: Berries have sour taste and should not be eaten. Generally, not considered toxic.</p>
5.		<p>Sycamore (Acer)</p> <p>Fast growing, deciduous tree.</p> <p>Height and spread: 300 m height and 15m spread. Leaves: Broad five-lobed, dark green leaves. Flowers: Small green/yellow that hang in spikes. Fruits: Distinctive winged fruits known as samaras.</p> <p>Toxic: None.</p>
6.		<p>English Oak</p> <p>Deciduous tree grown for its foliage. Slow growing.</p> <p>Height and spread: 25 metres. Leaves: Oblong wavy lobed dark green leaves. New growth often golden yellow. Flowers: Long hanging yellow catkins. Fruits: 2cm long acorns.</p> <p>Toxic: None.</p>

7.		<p>China Rose</p> <p>Rose shrubs with mostly smooth stems, bearing few small reddish-brown prickles.</p> <p>Height and spread: 2m height and 1.8m spread. Leaves: Green pointed tipped leaves grown in fives. Flowers: Big red rose flowers produced in clusters.</p> <p>Toxic: None.</p> <p>Beware of prickles on stems.</p>
8.		<p>Cotoneaster – Salicifolius</p> <p>Evergreen shrub. Grown as a hedge due to its foliage and small flowers.</p> <p>Height and spread: 5 metres. Leaves: Small oval dark green leaves. Flowers: Small five petalled white flowers in early summer. Fruits: Small bright red fruits.</p> <p>Toxic: Red berries may cause stomach upset if eaten.</p>
9.		<p>Common English Ivy</p> <p>Vigorous, evergreen self-clinging climbing plant. Currently spreading across the school wall.</p> <p>Height and spread: 10m height and 5m spread. Leaves: Five lobed shaped dark green leaves with lighter veins. Flowers: Yellow-green flowers in autumn. Fruits: Small black fruits.</p> <p>Toxic: All parts of ivy can cause severe discomfort if digested. Ivy sap can irritate skin and aggravate skin allergies.</p>

<p>10.</p>		<p>Daffodils – various varieties</p> <p>Bulbs that are grown for the vibrant flowers</p> <p>Height and spread: 40cm height. Leaves: Green linear basal leaves. Flowers: Yellow trumpet with petals around it. Flowers early to late spring.</p> <p>Toxic: Daffodil bulbs can cause stomach upset if eaten. Daffodil sap can irritate skin and aggravate skin allergies.</p>
<p>11.</p>		<p>Common Holly</p> <p>Evergreen, branched, erect tree or shrub. Grown for the shape of the leaves and berries.</p> <p>Height and spread: 20m height and 6m spread. Leaves: Wavy, sharp spined, glossy dark green leaves. Flowers: Small white flowers in spring. Fruits: Small bright red berries.</p> <p>Toxic: Red berries may cause stomach upset if eaten.</p>
<p>12.</p>		<p>Buddleja – Globosa (Orange Ball Tree)</p> <p>Evergreen growing shrub with darker green foliage. Clusters of fragrant orange-yellow flowers.</p> <p>Height and spread: 4 to 5 metres. Leaves: Long lance-shaped green leaves. Flowers: Round clusters of fragrant bright orange flowers in early summer.</p> <p>Toxic: None.</p>

13.		<p>Wild Woodland Strawberry</p> <p>Perennial herb that grows in hedgerows.</p> <p>Height and spread: 30cm height. Leaves: Glossy green lobed leaves with toothed edges. Flowers: Small white five rounded petals with a yellow centre in spring to early summer. Fruits: Bright red berries with seeded surface around 1cm.</p> <p>Toxic: None. Berries are edible.</p>
14.		<p>Austrian Pine Tree</p> <p>Slow growing evergreen large pine conifer.</p> <p>Height and spread: 30m height and 15m spread. Leaves: Spiral arranged leaves in bundles of needles that occur in pairs. 10-15cm long. Flowers: Red or yellow reproductive cones open in spring. Fruits: Large, wooded pinecones.</p> <p>Toxic: None.</p>
15.		<p>Common Hazel</p> <p>Deciduous trees and shrubs. Grown for their useful bendy stems. Nuts are food source for wildlife.</p> <p>Height and spread: 12m height and 5-7m spread. Leaves: Round oval leaves toothed and hairy with pointed tip. Flowers: Yellow catkins appear before leaves and hang in clusters. Tiny bud-like flowers with red styles. Fruits: Oval fruits which harden into nuts.</p> <p>Toxic: None. Nuts are food source for wildlife.</p>

16.		<p>Field Maple</p> <p>Deciduous trees. Bark is flaky and light brown colour.</p> <p>Height and spread: 10-20m height and 5-10m spread.</p> <p>Leaves: Small five lobed rounded edged shiny green leaves.</p> <p>Flowers: Small yellow-green cup shaped flowers which hang in clusters.</p> <p>Fruits: Flowers develop into large, winged fruits which spin in the wind.</p> <p>Toxic: None.</p>
17.		<p>Alder Tree</p> <p>Slow growing deciduous tree. Can be grown in wet conditions.</p> <p>Height and spread: 25m height and 10m spread.</p> <p>Leaves: Dark green, leathery, rounded edged leaves.</p> <p>Flowers: Catkins appear in spring either yellow or green grouped together on stalks.</p> <p>Fruits: Catkins harden and appear as tiny cones.</p> <p>Toxic: None.</p>
18.		<p>Rowan Tree</p> <p>Deciduous dense tree grown for their foliage, pretty flowers, and bright berries.</p> <p>Height and spread: 8m height and 5m spread.</p> <p>Leaves: Green leaves arranged alternatively divided in pairs down the stem with one leaf at end. Leaves are long, oval, and toothed edge.</p> <p>Flowers: Dense clusters of small white flowers in late spring. Each flower bears five petals.</p> <p>Fruits: Small bright scarlet red berries.</p> <p>Toxic: Red berries may cause stomach upset if eaten.</p>

19.		<p>Hawthorn Tree</p> <p>Deciduous tree grown in hedgerows to create dense hedge.</p> <p>Height and spread: 10m height and 8m spread. Leaves: Deeply lobed green leaves. Flowers: Fragrant clusters of five petaled white flowers in late spring to early summer. Fruits: Small deep red berries.</p> <p>Toxic: Red berries may cause stomach upset if eaten.</p>
20.		<p>Hornbeam Tree</p> <p>Deciduous tree grown for its foliage as most leaves stay all year round.</p> <p>Height and spread: 25m height and 20m spread. Leaves: Oval with pointed tip and finely toothed edged leaves. Flowers: Green catkins appear in late spring to autumn. Fruits: Catkins develop into papery green winged fruits called samaras.</p> <p>Toxic: None.</p>
21.		<p>Bird Cherry Tree</p> <p>Deciduous tree grown for its scented flowers and use of fruits to make dye (dyeing wool).</p> <p>Height and spread: 15m height and 10m spread. Leaves: Oval dark green leaves. Flowers: Clusters of white five petalled flowers along short storks (racemes). Fruits: Small black berries.</p> <p>Toxic: Black berries may cause stomach upset if eaten.</p>

22.		<p>Apple Tree</p> <p>Deciduous tree grown for the apples it produces.</p> <p>Height and spread: 10 metres depending on variety.</p> <p>Leaves: Dark green oval shaped leaves with serrated edges. Underneath of leaf are slightly furry.</p> <p>Flowers: Five petalled white flowers with hints of pink. Grow in clusters known as blossom.</p> <p>Fruits: Large green to red fruits depending on variety. Sweet or sour apples.</p> <p>Toxic: None. Apples are edible.</p>
23.		<p>Blackthorn Tree</p> <p>Deciduous tree grown for its dark fruits.</p> <p>Height and spread: 6-7 metres.</p> <p>Leaves: Oval with pointed tip, tapered at base and toothed edged green leaves.</p> <p>Flowers: White flowers appear before leaves in early spring.</p> <p>Fruits: Blue-black berries measuring 1cm across known as sloes.</p> <p>Toxic: Leaves and seeds contain cyanide. Berries are edible and used to make sloe gin, jams, and preserves. Not to be eaten. Adult supervision needed.</p>
24.		<p>Pear Tree</p> <p>Deciduous tree grown for the pears it produces.</p> <p>Height and spread: 10m height and 7m spread.</p> <p>Leaves: Oval glossy green leaves.</p> <p>Flowers: Five petalled white flowers in late spring.</p> <p>Fruits: Large green to brown fruits depending on variety. Sweet pears.</p> <p>Toxic: None. Pears are edible.</p>

25.		<p>Willow - Osier</p> <p>Deciduous shrub grown for its bendy strong branches. Branches are used to weave items like baskets.</p> <p>Height and spread: 7 metres. Leaves: Long and thin glossy dark green leaves. Leaves have a felt like covering. Flowers: Green catkins appear in late winter early spring before the leaves. Fruits: Catkins develop fruit capsules and release tiny seeds.</p> <p>Toxic: None.</p>
		<p>Vegetable Patches</p> <p>A mixture of vegetable plants planted by the children. Varieties depending on which year group gardening activity.</p>

Forest School Monitoring of Policies and Procedures

Penwortham Primary School Forest School Handbook of Policies and Procedures will be review annually or before if any incident arise or laws and regulations change.

Next Review date: September 2026

Signature of Forest School Leader:

Signature of Headteacher:

Signature of Chair of Governors:

Forest School Monitoring of Policies and Procedures

Penwortham Primary School Forest School Handbook of Policies and Procedures will be review annually or before if any incident arise or laws and regulations change.

Next Review date: September 2026

Signature of Forest School Leader:

Laetel Duke

Signature of Headteacher:

[Handwritten signature]

Signature of Chair of Governors:

Patricia A Jones

26-02-2026

Appendix A



Penwortham Primary School

Forest School Site Sweep Check Sheet

A safety site sweep will take place before each Forest School session to identify any hazards and document any steps taken to reduce risk. This will be completed by the Forest School Leader and shared with other adults if necessary.

	Site check by:		Site check by:	
	Date:		Date:	
Hazzard Checklist:	Checked: (Tick)	Action taken:	Checked: (Tick)	Action taken:
Weather check				
First Aid Kits & Inhalers				
Boundary				
Fire pit area & outdoor classroom				
Fallen branches				
Muddy, wet and/or slippery ground				
Litter/broken glass				
Vandalism/damage				
Equipment – safe/ready to use				
Other				

Appendix B



Penwortham Primary School

Forest School Clothing Check List

Forest School runs throughout the year and in ALL weather (unless wind speed is too high). It is important that your child/children have the appropriate clothing with them. On the day, your child has Forest School they will need to come in their PE kit (NO shorts even in summer).

Please ensure all your child's/children's clothing is clearly labelled.

Waterproof Coat:	<p>Hooded Waterproof Coat – with a hood for protection from rain. A thick and warm waterproof coat in winter (or use an extra fleece layer underneath waterproof coat).</p> <p>A thinner hooded waterproof coat for warmer months but please remember a fleece to go underneath if temperature is cool/cold.</p>
Trousers:	<p>Waterproof trousers – these are essential especially with our lovely British weather. All-in-ones can be used but child must be able to dress themselves.</p> <p>Extra layers – for under waterproof trousers such as leggings/tights or thermals. Ski trousers allowed.</p>
Tops:	<p>Jumpers – warm jumper without a hood.</p> <p>Layers – at least three extra layers for colder months. Example t-shirt/jumper/fleece under coat. Thermals and base layers allowed.</p>
Waterproof Shoes or Boots:	Wellies, Snow Boots or Walking Boots – Please make sure these are waterproof. No trainers!
Warm Socks:	Warm socks as feet will get cold so an extra pair of wool/ fleece/ fluffy socks (Normal socks in wellies are not warm enough for cooler weather).
Hats:	Wool, bobble, or thermal style hats can be worn. In warm weather a sunhat.
Gloves:	Thermal and waterproof gloves – not knitted gloves they once they are damp or wet the gloves do not keep hands warm.
Summer Sessions:	Appropriate footwear, waterproof trousers, and hooded waterproof coat are still essential. Please apply suncream and ensure child has their own suncream to apply themselves in hot weather.

The correct clothing for Forest School is essential and is part of our school uniform. Without this clothing your child may not be able to join the Forest School activities due to health and safety. Lack of correct clothing will be treated the same as not wearing the correct school uniform.

Appendix C



Penwortham Primary School Forest School Incident Log Form

Complete the form for every accident leading to injury, violent or aggressive incident, ill health, disease or near miss.

Date of incident:	
Time of incident:	
Location of incident:	
Injured person's name:	
Year group:	
Was the incident:	<input type="checkbox"/> a near miss <input type="checkbox"/> an accident leading to an injury <input type="checkbox"/> ill health/disease <input type="checkbox"/> a violent or aggressive incident
Description of incident: (description to include the nature of any injury/illness)	
People involved in the incident: (note all names)	
Witness to incident:	
Damage: (was any equipment damaged)	
Action taken to prevent the recurrence of incident:	
Name of person completing form:	
Date:	

Appendix D



Penwortham Primary School Emergency Service Request Form

For pupils and adults who can move it may be faster to drive the person to Royal Preston Hospital (5 miles away) by a member of staff and ring guardians to meet there.
Royal Preston Hospital, Sharoe Green Lane North, Fulwood, Preston Lancashire PR2 9HT. Telephone 01772 716565.

In an emergency call 999 or 112

Defibrillator – In entrance hall.

In cabinet beside the small cupboards under worktop next to glass double doors.

1.	Penwortham Primary School contact number: 01772 743321
2.	Location details: Penwortham Primary School, Crookings Lane, Penwortham, Preston PR1 0HU
3.	Postcode: PR1 0HU – Papa/Romeo/One – Zero/Hotel/Uniform
	What3words: School main entrance: ///united.image.league Spell out to 999 operators
	Co-ordinates: 53.750310 degrees North, 2.738203 degrees West.
4.	Location on site: <ul style="list-style-type: none"> The Forest School area on Penwortham Primary school is situated on the left-hand side of the school building. Someone will be waiting at the front of the school main entrance to guide paramedics to injured person. This person is to open school car park gates. Enter through school down main corridor and before second double doors turn left and access outside area through double doors (Fire escape push bar).
5.	Injured person's details: Access information from office. Name: Date of birth: Allergies & Medication:
6.	Description of injury: (e.g. describe what happened (if a fall from how high), signs and symptoms of injured person)
7.	Tell 999 operate where you will meet paramedics: In Forest School outside area or by main entrance to school
8.	Speak clearly and slowly to 999 operators. Be ready to repeat information or act if instructions are given.

Appendix E



Penwortham Primary School Forest School First Aid Check List

Forest School MUST have all first aid kits together and are checked regularly to make sure items are in date and stocked with all essential items. Please use this list to check.

General First Aid Kit Items:

Item:	Available (Tick):	Item:	Available (Tick):	Item:	Available (Tick):
Large & Medium Sterile Dressings (Plasters) – Several Sizes		Alcohol wipes - Several		Safety Glasses	
Conforming Bandages – Several Sizes		Blanket – to warm person up.		PPE Face Shields with one way valve x 2	
Eye Pad Dressings x 3		Foil Blanket		PPE – gloves, aprons	
Finger Dressing x 3		Tick Remover		Tough Cut Scissors	
Triangular Bandage x 2		Microporous Tape		Safety Pins	
Steri-strips – Several					

Burns Kit Items:

Item:	Available (Tick):	Item:	Available (Tick):	Item:	Available (Tick):
Cool Therm Burn Relief dressings – Large and Medium – Several		Reliform Conforming Bandages – Large and Medium – Several		Reliform Conforming Bandages – Large and Medium – Several	
Cool Therm Burn Blot Sachets – Several		Hydrogel Face Mask x 2		Eye Wash	
Cling film		Supply of Sterile Water			

Catastrophic Bleed Kit Items:

Item:	Available (Tick):	Item:	Available (Tick):	Item:	Available (Tick):
SOF Tourniquet (CAT) GEN 7 Straps x 2		Z-Fold Haemostatic Dressings x 2		Pressure Bandages x 2	
Haemostatic Dressings x 2		OLAES Dressings x 2		Trauma Dressings - Several	
Plastic Food Bags – in case of loss of limb.		Ice on site – in case of loss of limb.			

Appendix F



Penwortham Primary School

Forest School Tool & Equipment Inventory Check List

Forest School MUST check equipment regularly to make sure items are in good working order. Please use this list to check.

Item:	Available (Tick):	Item:	Available (Tick):
First Aid including General, Burns and Catastrophic Kits		Den Building:	
Tools:		Waterproof tarps	
Hammers – Claw / Craft (Kids)		Tent pegs and mallet	
Drill – Hand / Palm (Kids)		Paracord	
Opinel Round End Knife – 8cm blade		Wooden poles (Tree branches)	
Lancashire Potato Peeler		Clamps / den clips	
Folding Silky Saw		Bungee straps	
Hacksaws		Natural Art:	
Bill Hook with cover		Old pots and pans	
Pruners / Loppers		Metal utensils	
Sawing gloves – Adults and Children’s sizes		Air dry clay	
Safety Goggles		Planting:	
Tool Storage – Lockable with Padlock		Seeds	
Fire Pit:		Soil	
Fire Steel (Dragon Sneeze)		Plant Pots	
Matches and metal tin to store		Hand trowel and hand forks	
Firelighters and Cotton wool		Spades and forks	
Kindling and logs		Watering Cans	
Fire Heat Proof Gloves		Identify Equipment:	
Fire blanket		Spotter Sheets	
5 litre Water container / tub		Binoculars	
Fire Cooking:		Magnifying glasses	
Cooking Pots / Pans		UV Torches	
Campfire Grill - Heavy-duty		Bug viewer pots	
Food – Marshmallows and fruit		Clothing:	
Crockery, Cutlery, and kebab sticks		Spare Waterproofs – Coats/ Trousers	
Wildlife Houses/Feeders:		Spare Wellington	
Bird boxes		Spare winter gloves – children	
Bug hotels		Spare winter hats – children	
Bird feeders and Seeds		Spare sun hats - children	

Activities

Collect resources and equipment when planning activities. Children can bring items like yogurt pots for planting seeds.

Appendix G



Penwortham Primary School Forest School Routine Check List

To ensure the safe running of Forest School please follow these routines for every session.

Equipment:	<ol style="list-style-type: none"> 1. First Aid Kits and Cohort Inhalers. 2. Emergency Procedures. 3. Tools and Fire Lighting Equipment. 4. Protective Clothing Equipment. 5. Fire Blanket and Full Water Buckets. 	<p>Check List Forms</p> <ul style="list-style-type: none"> ✍ Site Sweep Check Sheet. ✍ Emergency Service. ✍ Request Form. ✍ Incident Log Form. ✍ First Aid Check List. ✍ Tool Inventory List. ✍ Clothing Check List.
Setting Up:	<ol style="list-style-type: none"> 1. Conduct Site Sweep Check Sheet. 2. Collect any equipment needed for the session. 3. Ensure the first aid kit is stocked by leader. 4. Meet and register cohort in classroom. 5. Check all pupils have correct clothing. 	
Session Opening:	<ol style="list-style-type: none"> 1. Walk around school and start session around fire pit benches. 2. Introduction of everyone – especially if there are new pupils/adults. 3. Make the cohort aware of any new medical considerations or hazards. 4. Go through safety rules and set boundaries. 5. Explain the sessions activities. 	
During Session:	<ol style="list-style-type: none"> 1. Visual checks on all equipment before use. 2. Demonstrate tool or fire rules. 3. Ensure protective clothing is worn by all. 4. Check on pastoral need of cohort. 5. Conduct head counts as needed 	
Packing Up:	<ol style="list-style-type: none"> 1. Extinguish any fires properly. 2. Count Tools back into toolbox. 3. Remove any structure built. 4. Collect equipment and store away properly. 5. Tidy up area and leave area as found. 	
Closing Session:	<ol style="list-style-type: none"> 1. Bring cohort back to fire pit benches. 2. Talk through likes and dislikes of activities/session. 3. Walk cohort around school back to classroom. 4. Pupils to remove extra clothing and pack away. 	