



Outdoor Ted

[www.outdoorted.co.uk](http://www.outdoorted.co.uk)

## Outdoor Ted Health & Safety Policy

### Ratios

Having a suitable adult-to-child ratio is vitally important for effective and safe Outdoor Learning. Ratios for Outdoor Learning Sessions will depend upon various factors including:

- Gender, age and ability of group
- Additional support or medical needs
- Nature of the activities planned
- Experience and qualifications of adults and staff
- Duration and nature of the experience
- Behaviour of the participants
- Requirements of the organisation/school
- Competence and behaviour of participants
- The location of Outdoor Learning
- External Factors and prevailing conditions, such as weather

Higher levels of supervision are often appropriate for:

- Children under the age of 8
- Those with additional support needs
- Higher risk activities and potentially hazardous locations

We require **a minimum of 4** School Staff to attend sessions with one class.

Outdoor Ted trades as a sole trader, this means we cannot apply for an enhanced DBS. Organisations booking sessions with us would have to put us through the process. However, through our other roles in education Stacey has an enhanced DBS as a specialist instructor and a basic DBS through Outdoor Ted. All other adults should be checked, and staff should never be left alone with children.



Outdoor Ted

[www.outdoorted.co.uk](http://www.outdoorted.co.uk)

## Outdoor Ted Health & Safety Policy

### Roles and Responsibilities

The Outdoor Leader has overall responsibility of Outdoor Learning sessions. The Outdoor Leader is responsible for writing, putting into practise and reviewing all of the [Outdoor Learning Policies, Procedures and Risk Assessments](#), adapting them to their site conditions where necessary. The Outdoor Leader is also responsible for completing a [Session Risk Management Plan](#) before each Outdoor Learning session in order to identify and manage any risks linked to the day's session. They should also have planned an appropriate outline for the session, taking into account the site, age, number and ability of the participants, weather, ratios and level of competence of supporting adults, equipment and resources (including PPE), safety aspects, time allocation, previous learning, and any specific needs of the group.

All other adults and children also have a degree of responsibility to adhere to. All adults should have read and understood the [Outdoor Learning Policies & Procedures, Activity Risk Assessments](#) and the [Tool Risk Assessments](#). This can be monitored using the [Policy & Procedure Check Form](#). All adults and children should have completed, signed and dated an [Outdoor Learning Consent Form](#) prior to taking place in any Outdoor Learning Session.

### First Aid and Emergency Equipment

The Outdoor Leader MUST hold an up to date outdoor specific first aid qualification of a minimum of 2 days duration. Depending on the age of the children taking part in Outdoor Learning sessions, it may also be relevant for the Outdoor Leader to also have a paediatric first aid qualification. Suitable first aid equipment must be kept at the site of the Outdoor Learning session. This may be on site permanently or brought in. It should include clean and unused first aid equipment which is relevant to the activities planned and age of all participants, including adults.

Other essential equipment which must be present during each session includes:

- - Drinking water
- - Confidential register with emergency contact, allergy, dietary & medical information
- - Mobile phone
- - Risk assessments linked to session activities
- - Spare children's clothing and carrier bags **SCHOOLS RESPONSIBILITY**
- - Incident Policy & Incident Action Plan
- - Person-specific medication (stored securely) **SCHOOLS RESPONSIBILITY**

Other items may be provided dependent on the weather, site, duration of session and activities planned.



Outdoor Ted

[www.outdoorted.co.uk](http://www.outdoorted.co.uk)

# Outdoor Ted Health & Safety Policy

## Food Safety & Procedures

- Any tools to be used should follow the [Tool Policy & Tool RAs/ Intros/ Use/ Maintenance guidelines](#) and if cooking on the fire pit, the [Fire Pit Policy](#) and [Fire Pit RA](#) should be followed.
- All food allergy and dietary information on all participants should be sought before the session and ingredients adapted accordingly.
- All participants should be briefed about the safety of handling and tasting hot food and equipment which has been on the fire pit.

## Sanitation Procedure

Hand washing facilities must be available for all Outdoor Learning sessions in the form of clean water, soap and antibacterial gel. Hands must be washed after using the toilet, before handling food or drink, and also after any 'messy activities.'

At the Skylark Education Centre, there are ample, toilets, and hand washing facilities. Children will be asked to wash their hands after each activity.

Schools should also follow their own Health & Safety Policy when attending educational school visits.

We recommend that schools accept the following responsibility

Medical records and emergency contact numbers

Allergies and individual medication

At least one member of staff with an up to date first aid qualification and bring a first aid kit.

Outdoor Ted staff attend an Outdoor Level 3 First Aid Course every three years, it was most recently renewed in January 2020 at Bewerley Park Outdoor Education Centre.

Date: February 2020

Review February 2021