

Llawlyfr Ysgol Goedwig Ysgol Gymraeg Mornant



Polisiau
2020 - 2021

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Polisi ar gyfer darpariaeth ysgol goedwig/ Gweledigaeth Ysgol Gymraeg Mornant

Mae'r ysgol goedwig yn broses ysbrydoledig sy'n cynnig cyfleoedd rheolaidd i blant, pobl ifanc ac oedolion gyflawni, a datblygu hyder a hunan-barch drwy brofiadau dysgu ymarferol mewn coetir lleol.

I ni yn Mornant mae defnyddio'r amgylchedd y tu allan i alluogi plant i archwilio, cyfathrebu, mwynhau, cael eu hysbrydoli, gweithio ar y cyd, codi eu hunan-barch a llwyddo wrth fwynhau eu hunain mewn lle hamddenol a diogel.

Bydd yn datblygu:

- Sgiliau corfforol
- Iechyd a lles
- Hunan werth a hunan hyder
- Sgiliau cymdeithasol a chyfathrebu
- Defnyddio synhwyrâu
- Creadigrwydd a dychymig.

Bydd plant yn dysgu sut i fod yn ddiogel o fewn ein hysgol goedwig ac yn cael y newid i archwilio a mwynhau eu hamgylchedd naturiol.

Our Forest Schools – Mission Statement

Forest School is an inspirational process that offers children, young people and adults, regular opportunities to achieve, and develop confidence and self-esteem through hands on learning experiences in a local woodland.

To us at Mornant it is to use the outside environment to enable children to explore, communicate, enjoy, be inspired, work collaboratively, raise their self-esteem and succeed whilst enjoying themselves in a relaxed and safe place.

It will develop:

- Physical skills
- Health and wellbeing
- Self-worth and self-confidence
- Social and communication skills
- Using Senses
- Creativity and tenacity.

Children will learn how to be safe within our Forest School and given the chance to explore and enjoy their natural environment.

Ysgol Goedwig Staffio / Staffing

Bethan Jones - Arweinydd Ysgol Goedwig Lefel 3

Cymorth Cyntaf: Bethan Jones

Gweithrediad Asesiad Risg

Mae'n bwysig i blant datbygu annibyniaeth, hunan hyder a hunan werth trwy addysg mewn amgylchedd ddiogel. Mae'n bwysig hefyd i blant cymeryd risgiau – ond datblygu'r sgiliau er mwyn iddyn nhw gwneud hyn yn gyfrifol ac o fewn rheolau ac amgylchedd saff a chlir.

Bydd rhaid i'r arweinydd Ysgol Goedwig sicrhau'r ganlyniol

- Dilyn 5 cam ar gyfer asesu risg drwy gydol yr amser:-
 1. Edrych am beryglon.
 2. Penderfynnu pwy all gael eu hanafu.
 3. Gwerthuso risg a penderfynnu os ydy'r pethau cywir yn eu lleyn ddigon i reoli'r risg, neu os oes angen cynorthwyo pethau eraill.

4. Cofnodwch unrhyw ganfyddiadau, gan gynnwys newidiadau dyddioli asesiadau risg sydd yn barod yn eu lle.
 5. Adolygu asesiadau yn gyson a'u hadnewyddo os oes angen.
- Cwblhau asesiad risg llawn ar gychwyn bob un sesiwn yn yr Ysgol Goedwig. Mae rhaid cwblhau asesiad risg ar y safle cyn i'r plant gyrraedd.
 - Os ydy'r Arweinydd Ysgol Goedwig yn penderfynu fod amodau tywydd yn gwneud gweithio tu allan yn rhy berig, fydd sesiynau yn cael eu hail drefnu neu yn cael eu cynnal tu fewn neu mewn lleoliad lle nad ydy'r tywydd yn risg.
 - Mi fydd unrhyw risg sydd yn berthnasol weithgaredd unigol yn cael eu nodi ar gynllun y sesiwn.
 - Y staff a'r plant i fod yn ymwybodol unrhyw beryglon mwyn lleihau'r risg yn y dyfodol. Rhaid cael llythyr caniatâd gan bob un plentyn sydd yn cymeryd rhan yn yr Ysgol Goedwig.
 - Rhaid i staff a'r plant fod yn ymwybodol o weithdrefn argyfwng. Cyfrifoldeb yr arweinwyr ydy i sicrhau fod y plant yn cael eu dysgu sut i ddefnyddio offer yn ddiogel. Sicrhau fod dŵr i yfed ar gael i'r sesiwn.

Risk Assessment procedures:

It is important for children to develop their independence, self confidence and self-esteem through education in a safe environment. It is also important for all children to take risks – but to develop the skills for them to do this responsibly and within a safe and clear environment.

The forest School Leadership must secure the following

- Follow 5 steps for assessment of risk at all times:
 1. Look for hazards.
 2. Decide who may be injured.
 3. Evaluate the risk of deciding whether the correct things are enough to manage the risks, or if other things are necessary.
 4. Record any findings, including changes that are already in place from the risks.
 5. Review results are reviewed if necessary.

- Complete a full risk assessment at the beginning of each session at the Forest School. A risk assessment must be completed on the premises before the children arrive.
- If the forest school leader decides that weather conditions make working outside unsuitable, sessions will be rescheduled or are carried out within a location where the weather is not a risk.
- Any risk relevant to an individual activity will be identified on the plan of the session.
- The staff and the children being aware of any risks and reducing the risk in the future. A letter of consent must be obtained from all children involved in the Forest school.
- Staff and children must be aware of an emergency procedure. It is the responsibility of the leaders to ensure that the children are taught how to use equipment safely. To ensure that water to drink is available for the session.

Cyn arwain unrhyw sesiwn Ysgol Goedwig bydd asesiad risg cyffredinol o'r goedwig yn barod yn ei le.

Rhaid i'r Arweinydd cadw'r copi gyda fo/hi yn ystod y sesiwn. Rhaid cadw copi yn yr Ysgol hefyd.

Rhaid cwblhau asesiad risg unwaith yr ydym yn cyrraedd y safle, cyn dechrau'r sesiwn. Mae hyn yn cynnwys gwirio'r tir, canghennau, ysgarthiadau, cylch tan ac yn yr ardal gweithgareddau cyn cychwyn y sesiwn.

Bydd hefyd wedi cwblhau asesiad risg gweithgareddau o flaen llaw a fydd yn cael ei addasu os bydd angen.

Before leading any forest school session an overall risk assessment of the forest will be in place.

The leader must keep the copy with him/her during the session. A copy must also be kept at the school.

A risk assessment must be completed once we arrive at the site, before the start of the session. This includes checking the land, branches, excursion, cycle until and in the activity area before the start of the session.

They will also have completed an activities risk assessment in advance which will be modified if necessary.

Diogelwch ac argyfwng

Mae arweinwyr bob tro i gario ffon symudol.

Os oes broblem dweud wrth un o'r arweinwyr,

Bydd yr arweinydd yn chwythu'r chwiban i bawb stopio.

Bydd y plant yn cerdded at yr arweinydd ac yn aros am gyfarwyddiadau pellach

Cyfrifoldeb yr arweinydd yw asesu'r sefyllfa a'r risg a sicrhau eu bod pawb yn bresennol, yn ddiogel ac o dan ofal oedolyn priodol.

Os oes angen, bydd yr athrawes cymorth cyntaf yn rhoi'r cymorth cyntaf ac yn llenwi'r ffurflenni gofynnol ar ôl yn y Swyddfa.

Os oes angen triniaeth fwy arbennig nag y gellir ei gynnig yng nghoedwig yr ysgol byddwn yn:

Cysylltwch a -

Lleoliad – Coedwig Mornant

Rhifau Ffon mewn Argyfwng

Gwasanaeth Argyfwngn – 999

Ysbyty Glan Clwyd

Ysgol Gymraeg Mornant Swyddfa

Bydd gweddill y plant yn cael eu cyfarwyddo i ymgynnull ar y maes wrth y giât rhwng y cyfnod sylfaen a'r maes i ffwrdd o'r digwyddiad, ac yna cael cyfarwyddyd i fynd yn ôl i'w ystafell ddosbarth.

Bydd aelod o staff yn cwrdd ag ambiwlans ac yn eu cyfeirio at yr argyfwng.

Os oes yn rhaid i'r plentyn fynd i'r ysbyty bydd 1 aelod o staff yn mynd gyda'r plentyn.

Cysylltir â'u rhieni

Mewn sefyllfa lai tyngedfennol, mae'r arweinydd yn sicrhau bod rhieni'r plentyn yn cael eu cysylltu ag yn cael cais i ddod i nôl eu plentyn.

Emergency

Leader are always to carry a mobile phone

If there is a problem tell one of the leaders,

The leader will blow the whistle for all to stop.

Children will walk to the leader and await further instructions

It is the responsibility of the leader to assess the situation and risk and to ensure all are present, safe and looked after by an appropriate adult.

If necessary, the First Aider will administer first aid and complete the required forms afterwards in the office.

If the crisis requires more specialized treatment than can be offered at the school forest we will:-

Contact

Location – Mornant Forest

Emergency phone numbers

Emergency Services – 999

Ysbyty Glan Clwyd

Office at Mornant School

The rest of the children will be instructed to congregate on the field at the gate between the foundation phase and the field away from the incident, and then be instructed to go back into their classroom.

A member of staff will meet ambulance and direct them to the crisis.

If the child has to go to hospital 1 member of staff will go with the child. Their parents will be contacted

In a less critical situation the Leader ensures the child's parents are contacted and asked to come to fetch their child.

Cyfarwyddiadau i'r ambiwlans os oes angen:

Eich rhif ffôn a rhif ffôn yr ysgol

Cyfarwyddiadau sut i gyrraedd yr ysgol

Esboniad syml o'r ddamwain

Rhowch wybod iddynt y bydd aelod o staff yn cwrdd â'r ambiwlans ym mhrif giât yr ysgol.

Instructions to Ambulance if necessary:

1. Your phone number and the school's phone number

Instructions how to get to school

A simple explanation of the accident

Inform them that a member of staff will meet the ambulance at the main school gate.

Ymddygiad/rheolau

Pob disgybl i barhau i ddilyn Meddylfryd Mornant a'r polisi ymddygiad.

Yn ogystal mae'r rygiau pwysig canlynol i sicrhau diogelwch:-

1. Dim yn rhedeg mewn sesiynau ysgol goedwig
2. Nid oes neb i fynd i mewn i'r cylch tân heb ganiatâd yr arweinydd.
3. Aros o fewn ffiniau'r goedwig.
4. Cofiwch – diogelwch yn gyntaf – Meddyliwch bob tro cyn gwneud.

Behaviour / Rules

All pupils to continue to follow Meddylfryd Mornant and the behavior policy.

In addition are the following important rules to ensure safety:

1. No running in Forest School Sessions
2. No one is to go into the Fire Circle without the Leader's permission.
3. Remain within the boundaries of the forest.
4. Remember – safety first – think always before doing

Gweithrediad Dyddiol

Cyn Dechrau'r Sesiwn

Gwirio'r tywydd
Egluro'r sesiwn i'r holl staff
Sicrhau fod llythyrau caniatâd wedi'u derbyn
Cwblhau asesiad risg
Gwirio rhestr cymorth cyntaf
Paratoi'r safle

Y Sesiwn

Sicrhau fod pawb yn gwisgo dillad addas
Adolygu unrhyw risg gyda'r plant
Cerdded yn ofalus i'r safle
Sicrhau fod pawb yn gweithio'n ofalus.

Diwedd y sesiwn

Daily Routine

Before Starting the Session

Check the weather
Explain the session to all staff
Ensure that permission letters have been received
Complete a risk assessment
Check first aid list
Site preparation

The Session

Make sure everyone is wearing appropriate clothing
Review any risk with the children
Walk carefully around the site
Make sure everyone works carefully.

End of session

Circle time and reflect
Make sure the children have their

Amser cylch ac adlewyrchu
 Sicrhau fod y plant gyda'u heiddo
 Ailgylchu unrhyw sbwriel, gadael y safle'n lan
 ac yn daclus
 Sicrhau fod y tan wedi'u diffodd

Ar ôl y Sesiwn

Gwerthuso'r sesiwn
 Cofnodi sylwadau'r plant
 Llenwi unrhyw ffurflen ddamwain
 Adnewyddu unrhyw offer.

Asesu a chofnodi

Cynhelir asesiad trwy arsylwi a bwriedir cynnal sesiynau nesaf yn un ol â hynny (asesiad ar gyfer dysgu a llais / myfyrdod disgyblion yn chwarae rhan hanfodol yma).

Assessment and recording

Assessment takes place through observation and next sessions planned for accordingly (assessment for learning and pupil voice / reflection playing a vital role here).

COVID 19

Mae'r pandemig wedi newid prosesau a phrofiadau i bawb. Fodd bynnag, gall Ysgolion Coedwig fod yn ffordd effeithiol a chadarnhaol o barhau i ryngweithio'n llwyddiannus â disgyblion i sicrhau awyr iach, hwyl, iechyd a lles. Mae llai o risg y bydd haint yn lledaenu yn yr awyr agored ac felly gall Ysgolion Coedwig fod yn brofiad cadarnhaol yn ystod y pandemig hwn - er y bydd angen i addasu rhai gweithredoedd.

Mae digon o le y tu allan ac felly mae'n haws cynnal pellter cymdeithasol.

Anogir disgyblion i osgoi bod yn rhy agos at ei gilydd.

Bydd seddi yn cael eu lledaenu, gydag llai o amser i ddisgyblion eistedd a sefyll mewn un lle. Anogir gemau allanol lle gallant fod yn bell oddi wrth ei gilydd e.e.. Cuddio a Cheisio ac archwilio ardal y coed.

Yn realistig mae yna adegau pan fydd yn rhaid i oedolion fod yn agos - os yw plentyn yn drist neu angen cymorth cyntaf. Bydd yr un rheolau ar waith y tu allan â'r tu mewn gyda

staff yn defnyddio'r offer PPE neu'r offer meddygol priodol (menig ac o bosibl fisor)os oes angen.

Gofynnir i staff leoli eu hunain yn ofalus a chyfyngu ar faint o amser maen nhw'n ei dreulio yn agos at ei gilydd.

Mae'r risg o haint yn cael ei leihau os yw amser wyneb yn wyneb yn gyfyngedig ac os mai dim ond ychydig o amser sy'n cael ei dreulio gyda'i gilydd.

Mae golchi dwylo am o leiaf 20 eiliad gyda sebon a dŵr yn hanfodol bwysig. Prynwyd tap tu allan am y rheswm hwn. Anogir disgyblion i olchi dwylo yn rheolaidd.

Bydd llai o adnoddau yn cael ei ddefnyddio i'r Ysgol Goedwig. Anogir disgyblion i ddefnyddio adnoddau naturiol yn hytrach na rhannu offer. Gofynnir i blant ddod â'u lliain llaw eu hunain i'w defnyddio a'u potel ddŵr eu hunain.

Bydd polisi'r ysgol i annog plant i olchi eu dillad ar ddiwedd pob dydd yn parhau.

Bydd yr un rheolau yn berthnasol ag yn y Llawlyfr Rhieni a disgyblion os ydy'r plant neu aelod o'r teulu gartref yn sâl neu'n byw gyda rhywun sydd â symptomau.

Bydd staff yn sylwi unrhyw symptomau. Os bydd symptomau yn ymddangos bydd y disgybl yn mynd gydag aelod o staff i'r ystafell ynysu.

Byddwn yn parhau i ddilyn argymhellion a chanllawiau wrth iddynt barhau i ddatblygu dros yr wythnosau a'r misoedd nesaf.

COVID 19

The pandemic has changed processes and experiences for all. However, Forest Schools can be an effective and positive way of continuing successful interaction with pupils to ensure, fresh air, fun, health and wellbeing. There is less risk of infection spreading in the outdoors and therefore Forest Schools can be a positive experience during this pandemic – although adaptations will need to occur.

There is plenty of space outside and so it is easier to maintain social distancing.

Pupils will be encouraged to avoid being too close together.

Spacing of seats will be spread out, with limited amounts of time for pupils to sit and stand in one place.

Outside games where they can be far apart will be encouraged e.g. Hide and Seek, den making and exploring the woods area.

Realistically there are times when adults have to be close – if a child is upset or needs first aid. The same rules outside as inside will be in place with staff using the appropriate PPE equipment or medical equipment (gloves and possibly a visor).

Staff will be asked to position themselves carefully and limit the amount of time they spend close together.

The risk of infection is reduced if face to face time is limited and if only short amounts of time are spent together.

Handwashing for 20 seconds minimum with soap and water is vitally important. A portable tap has been purchased for this reason. Pupils will be encouraged to wash hands regularly.

A reduced amount of kit will be brought to the Forest School. Pupils will be encouraged to use natural woodland resources rather than sharing equipment. Children will be asked to bring their own hand towel to use and their own water bottle.

School policy to encourage children to wash their clothes at the end of every day will continue.

The same rules will apply as in the Parent and pupils Handbook in regard to no one coming to school if they are ill or live with someone who has symptoms.

Staff will be alert to all symptoms. If symptoms are displayed the pupil ill follow school procedure and go with a member of staff to the isolation room.

We will continue to follow recommendations and guidelines as they continue to develop over the coming weeks and months.

Offer a Chynnal a Chadw

- Pecyn Cymorth Cyntaf
- Pecyn Cymorth Cyntaf Symudol (bumbag)

Gan gynnwys

“Antiseptic wipe

Ice packs

Eye irrigation vials

Plasters – all sizes

Triangular bandage

CPR face shield

Bottle of water

Scissors

Wound dressing

Bandages

Non latex gloves

Eye bandages

Microport tape

Foil blanket

tissues

Adult First Aid kit

Antihistamine

Aspirin

Paracetamol

Bite cream”

- Hefyd

Pecyn Cymorth Cyntaf – Ilosgiadau

- Manylion meddygol disgyblion
- Ffonau Symudol
- Ffurflenni damweiniau (o fewn y pecyn cymorth cyntaf)
- Aseidiadau risg o'r safle a'r gweithgareddau sy'n digwydd gyda chyfarwyddiadau i'r safle a rhestr o rifau cyswllt brys.
- Cadachau gwlyb
- Bag gwlychu (bag gwyrdd ar gyfer damweiniau gwlychu)
- Dŵr
- Tegell

- Menig tân
- Awelydd
- Tarpolinau
- Pecyn Offer (os oes angen) - 1 x cyllell wain oren, 1 x dopiwr, 1 x secateurs
- Bwced tân
- Blanced dân
- Bowlen golchi dwylo gyda sebon / glanweithydd dwylo
- Gêl gwrth-bacteriol
- Bowlen ymolchi gyda eco-hylif
- 2 x tyweli un llaw ac un tywel te
- Menig gwaith
- Bag Tân - matsis, ymosodwr, gwlân cotwm, papur a thanwyr tân
- Blychau sbwriel / ailgylchu a chompost
- Rhaff llinynnol a siswrn
- Bag / blwch diod - Siocled poeth, Tê, Coffi, Llaeth, Siwgr, Bisgedi, Cyllyll a ffyrc, Cwpanau
- Dillad cynnes
- Os yn Coginio - corlannau, padell fach, padell fawr, bowlenni, bandiau elastig, cwcis pren 2 x bag

Er mwyn sicrhau diogelwch mae angen gweithredu'r canlynol.

- Mi fydd yr offer yn cael eu defnyddio pan fydd yr arweinydd ysgol Goedwig yn teimlo fod y plant yn gallu eu defnyddio yn sâff.
- Rhaid i'r holl offer gael eu cadw yn y bag offer.
- Mi fydd y plant i gyd yn rhan o adolygiad defnydd offer pan fydd offer newydd yn cael ei gyflwyno neu ddefnyddio.
- Mi fydd y sefyllfa eistedd gywir yn cael ei ddysgu i'r plant cyn ac yn ystod y defnydd o unrhyw offer.
- Mi fydd maneg weithio yn cael ei wisgo ar y llaw sydd ddim yn dal yr offer.
- Pan fydd offer ddim yn cael ei ddefnyddio mi fydd y clo neu'r caead yn ei le.
- Os nad ydy offer ddim yn cael ei ddefnyddio, rhaid ei gadw yn y bag offer.
- Mae rhaid gwisgo dillad ac esgidiau addas, os nad ydy plentyn yn gwisgo'r dillad cywir ni fydd yn cael cymryd rhan yn y gweithgaredd hwnnw.
- Pan fydd offer yn cael ei ddefnyddio mae rhaid gweithio o dan arweiniad oedolyn
- Mi fydd y bag offer yn cael eu cadw mewn un lle penodol.

Gweithrediad cynnal a chadw offer:

- Mi fydd yr offer yn cael ei wirio cyn pob sesiwn..
- Mi fydd yr offer yn cael ei wirio glanhau ôl pob sesiwn.
- Mi fydd yr offer yn cael ei wasanaethu gan yr un bobl pan fo angen.

Operation of Activities

Equipment Use and Maintenance

- First Aid Kit
- Mobile First Aid Kit (bumbag)
 - Including
 - “Antiseptic wipe
 - Ice packs
 - Eye irrigation vials
 - Plasters – all sizes
 - Triangular bandage
 - CPR face shield
 - Bottle of water
 - Scissors
 - Wound dressing
 - Bandages
 - Non latex gloves
 - Eye bandages
 - Microport tape
 - Foil blanket
 - tissues
- Adult First Aid kit
 - Antihistamine
 - Aspirin
 - Paracetamol
 - Bite cream”
- Burns First Aid Kit
- Medical details of participants
- Mobile Phones
- Accident forms (within first aid kit)
- Risk assessments of site and activities taking place with directions to site and list of emergency contact numbers.
- Wet wipes
- Wetting bag (green bag for wetting accidents)
- Water
- Kettle
- Fire gloves
- Water
- Tarpaulins

- Tool Kit (if necessary) – 1 x orange sheath knife, 1 x loppers, 1 x secateurs
- Fire bucket
- Fire blanket
- Hand wash bowl with hand wash/hand sanitiser
- Anti bacterial gel
- Washing up bowl with eco liquid
- 2 x towels one hand and one tea towel
- Work gloves
- Fire Bag – matches, striker, cotton wool, paper and fire lighters
- Rubbish/recycle and compost boxes
- String rope and scissors
- Drink bag/box – Hot choc, Tea, Coffee, Milk, Sugar, Biscuits, Cutlery, Cups
- Waterproofs and warm clothing
- If Cooking – pens, small pan, big pan, bowls, elastic bands, 2 x bag wood cookies

To ensure safety the following needs to be implemented.

- The equipment will be used when the Forest school leader feels that the children can use them safely.
- All equipment must be stored in the tool bag.
- All children will be involved in a review of equipment use when new equipment is introduced or used.
- The correct seating position will be taught to the children before and during use of any equipment.
- A working glove will be worn on the handle that does not hold the equipment.
- When equipment is not in use the lock or lid will be in place.
- If equipment is not in use, it must be stored in the tool bag.
- Appropriate clothing and footwear must be worn, if a child is not wearing the correct clothing he / she will not be allowed to participate in that activity.
- When equipment is used it is necessary to work under the guidance of an adult
- The tool bag will be kept in one designated place.

Equipment maintenance operation:

- Equipment will be checked before each session.
- The equipment will be checked for cleaning after each session.
- The equipment will be serviced by the same people when needed.

Polisi Diogelwch Tan

Cyn cynnau tan rhaid sicrhau fod y poster ganlynol - Rhestr Gwiro' a 'Rhaid i bawb' bod yn eu lle.

Defnyddiwch poster ganlynol i'ch helpu: -

Rhaid i bawb



clymu gwallt hir



rholio llewys i fyny



dim dillad a gemwaith yn hongian



gwisgo menig diogelwch

Rheolau pwysig

1. Ewch i mewn ac allan o'r man eistedd wrth y fynedfa benodol
2. Symudwch o amgylch y cylch ar ochr allanol yr ardal eistedd
3. Cymarebau diogel (oedolion / disgyblion).
4. Sefyll wrth y tan yn y ffordd gywir.
5. Sicrhewch fod y tân allan yn iawn ar ddiwedd y sesiwn.

Mae angen 3 elfen ar gyfer tân :



Gwybodaeth Bwysig



Tanwydd/coed tan - gwlân cotwm a phapur newydd i gynnau'r tân -tenau, sych a brau.



Digon o bren mân (trwch matsis) i sefydlu fflam. sych a brau



Tanwydd/coed tan o drwch pensil - brau a sych. Da ar gyfer rheoli cychwyn y tân.



Tanwydd/coed tan -o drwch bawd - dechrau'r tân iawn.



Tanwydd/coed tan - tua faint arddwrn.

Must ensure:



Hair tied back



Roll sleeves back



Secure loose clothing and jewellery



Wear fire safety gloves

Important rules:

- 1/ Enter and exit seating area at allocated point
- 2/ To move around the circle, walk outside of the seating area
- 3/ Ensure adult/pupil ratios are according to fire policy
- 4/ Ensure correct fire stance when tending to the fire
- 5/ Ensure the fire is fully extinguished at end of session

3 elements required for a fire



Important information:



Tinder - cotton wool and newspaper to aid initial lighting



Plenty of extra fine (match thick), and fine kindling used to establish flame from tinder. Dry and brittle.



Kindling of pencil thickness, brittle and dry. Good for controlling the heat of a small cooking fire.








Thumb thickness - this is the beginnings of the fire proper.









Normally the largest fuel required being of up to wrist thickness. Anything larger is best left to overnight camps

Rhestr gwiro cyn cynnau tan.

S Oes gennyf :

	Lle addas (cysgodol)
	Gwylwch beryglon baglu (llyfn heb wreiddiau)
	Boncyffion pren gwyrdd mewn siâp triongl o gwmpas lle tan.
	Ardal seti o leiaf 1.5m o ardal y tan.
	Mynedfa benodol i fynd i mewn/allan o'r cylch.

Have I got:

Bwced tan	Dwr glan	Caead/to i'r bwced	Lliain tan	Cymorth Cyntaf	Menig diogel
					

Map o'r ardal

tir, canghenau, ysgarthiadau, cylch tan ac yn yr ardal gweithgareddau

Fire Checklist

Site checklist:



sheltered area



ground surrounding fire should be bare earth (flat and free from trip hazards)



Large green logs in shape of triangle to enclose fire space



Seating area at least 1.5m from fire area



Allocated exit and entry points

Have I got:

Fire bucket	Clean, fresh water	Cover for bucket	Fire blanket	1st Aid kit	Welding gloves

Gweithgareddiad Diogelwch bwyd.

Yn ystod ein sesiynau mi fydd y plant yn cael cyfle I goginio gwahanol fwydydd. Yn unol gyda'r Asiant Htlendid Bwyd byddwn yn cadw a choginio bwyd gyda gofal gan sicrhau fod y bwyd yn saff i'r plant gael bwyta.

Hylendid

- Yn y goedwig mi fydd sebon, gwrthfacteria, cadachau gwlyba dwr cynnes ar gael er mwyn golchi dylo.
- Bydd bwyd sych yn cael ei gadw mewn bocsys gyda caeadau tyn.
- Bydd bwyd sydd angen ei gadw yn oer yn cael ei gadw mewn bocs oer.
- Bydd unrhyw wastraff yn cael ei ailgylchu yn briodol, os yw'n bosibl ac yn addas o fewn y bin compost.
- Bydd gan bawb cwpan/ plat eu hunain I osgoi gwasgaru germau
- Bydd angen i'r cogydd dorchi llewis, clymu gwallt hir yn ol a golchi dwylo cyn ac ar ol coginio/ paratoi bwyd.
- Ni fydd unrhyw berson sydd efo unrhyw glefyd heintus cymryd rhan mewn gweithgareddau coginio.
- Ystyried manylion iechyd gyda defnyddio llestri a dwylo glan, arwynebau paratoi, coginio cigoedd yn drylwy a chadw cynhwysion yn oer.

Coginio

Mae angen owgoi traws halogiad drwy defnyddio byrddau torri gwahanol I gig amrwd a chig sy wedi ei goginio.

Defnyddiwch offer glan bob amser gan sicrhau fod cig wedi ei goginio ddim yn cael ei roi yn ol ar y plat pan oedd o'n amrwd.

Sicrhewch fod arwynebau paratoi yn lan a fod dwylo yn lan.

Sicrhewch fod digon o ddwr glanhau ar gael a lliain sychu llestri a chadachau golchi llestri.

Mae'r offer coginio angen cael ei gadw mewn un bocs efo caead, a rhaid gwneud yn siwr fod yr offer yn cael ei lanhau a sychu cyn eu gosod yn nol yn y bocs i'w ddefnyddio y tro nesaf.

Mae'n angenrheidiol fod bwyd yn cael ei goginio drwyddo'n briodol. Defnyddiwch themmedr os nad ydych yn siwr os ye cig erdi'l goginio'n iawn.

Gan for Ysgol mornant yn Ysgol iach, mi fyddwn yn trio ein gorau i sicrhau fod y bwyd yn cydfynd a polisi bwyta'n iach.

Food Safety Procedures

During our sessions the children will have the opportunity to cook different foods. In accordance with the Food Hygiene Agency, we will store and cook food with care and ensure that the food is safe for children to eat.

Hygiene

- In the forest there will be soap, antibacterial hand sanitiser, warm water wet cloths available for hand washing.
- Dry food will be stored in boxes with tight lids.
- Food that needs to be kept cool will be stored in a cool box.
- Any waste will be recycled appropriately, if possible and appropriate within the compost bin.
- Everyone will have their own cup / plate to avoid spreading germs
- The chef will need to roll up sleeves, tie back long hair and wash hands before cooking / preparing food.
- No person with any infectious disease shall participate in cooking activities.
- Consider health, use clean dishes and clean hands, preparation surfaces, cooking meats thoroughly and keeping ingredients COOL.

Cooking

Cross contamination needs to be avoided by using different chopping boards for raw and cooked meat.

Always use clean utensils and make sure cooked meat is not put away from the plate when it was raw.

Make sure preparation surfaces are clean and hands are clean.

Make sure there is enough cleaning water and dishwashing facilities.

The cooking utensils need to be kept in one box with a lid, and you need to make sure that the utensils are cleaned and dried before putting them back in the box for use next time. It is essential that food is cooked properly. Use a thermometer if you are not sure if corn is cooked properly.

As Ysgol Mornant is a healthy school, we will try our best to ensure that the food complies with the healthy eating policy.

Polisi amddiffyn plant

Mae gan Ysgol Gymraeg Mornant polisi Amddiffyn Plant cadarn. Mae'r hoff staff wedi eu hyfforddi ynddo (Medi 2019).

Mae'r Polisi ar gael yn y swyddfa a phrif person a chyfrifoldeb am amddiffyn pant ydy'r Prifathrawes.

Mae Mrs Gwawr Closs-Griffiths yn Lefel 2

A Mr David Hytch – Cadeirydd y llywodraethwyr ar gael os oes problemau gyda'r prifathraws.

Mornant has a safeguarding policy available on the website and at the Office. All staff are familiar and have been trained in it. (September 2019)

The headteacher is the main lead regarding safeguarding.

Mrs Closs- Griffiths is level 2.

Mr David Hytch Chair of Governors is available if there are any concerns regarding the headteacher

Trefn os yw dieithryn yn dod i'r safle,

Os ydyn yn y goedwig ac mae rhywun yn yr ysgol - plant i wrando'n astud i'r athrawon.

Athrawon ffonio 111 neu 999

Plant cuddiad yn y goedwig nes i help ddod.

Procedure if a stranger enters the site

If we are in the Forest area – children are to listen carefully to the instructions of the teacher who will assess the situation.

They can phone 999 or 111.

Children if necessary will hide in the Forest until help arrives.

Trefn os oes anifail perig ar y safle/

Athro i weld os ydy perchennog o gwmpas ac i asesu'r sefyllfa

Mae'r plant i wrando'n astud ar gyfarwyddiadau

Peidiwch â chyffwrdd â'r anifail

Naill ai cerddwch yn ôl i'r ysgol neu aros yn y goedwig a'r swyddfa ffôn i ddelio â'r sefyllfa (ffoniwch y ffermwr yn y cae drws nesaf).

Procedure if there is a loose dangerous animal on the site

Teacher to see if owner is around and to assess the situation

Children are to listen carefully to instructions

Don't touch the animal

Either walk back to school or remain in Forest and phone office to deal with the situation (phone farmer in field next door).

Polisi Tynnu Llun a Cyfryngau

Dim ond y plant sydd â chaniatâd ysgrifenedig yn y swyddfa (mae gan bob aelod o staff rhestr hefyd) sy'n cael tynnu lluniau.

Social media and Photography policy

Only those children who have written parental permission (kept in the Office and a list is with each member of staff) can have their images taken or images on social media.

Polisi Cyfle i bawb

Bydd pob plentyn yn cael y cyfle i gymryd rhan mewn gweithgareddau ysgolion goedwig. Bydd yr ysgol yn addasu gweithgareddau a threfniadau fel bu angen o fewn awyrgylch diogel a chynhwysol. Bydd asesiad risg yn angenrheidiol i unigolion ac anghenion arbennig gall achosi pryder mewn awyrgylch wahanol.

Equal opportunities for all

Every child will have the opportunity to participate in Forest School activities. The school will adapt activities and arrangements as needed within a safe and inclusive environment. A risk assessment will be completed for individuals with additional needs that may be a cause for concern within this environment.

Polisi toiled

Bydd y plant yn mynd i'r toiled cyn y sesiwn ac ar ôl.

Os oes angen mynd yn ystod y sesiwn bydd oedolyn yn mynd a'r plentyn yn ôl i'r ysgol.

Toilet Policy

The children will go to the toilet before and after the session.

If they need to go during the session an adult will take the children back to the toilet at school.

Polisi Colli person

Bydd plentyn ar goll yn sefyll yn sownd ac yn gweiddi – mae'r goedwig yn ddigon bach i ni glywed

Lost Person Policy

A lost child will stand still and shout. The school forest is small enough for us to be able to hear them.

Polisi tywydd

Bydd yr athrawes yn edrych ar y tywydd i asesu'r sefyllfa cyn mynd allan ac yn addasu fel bu angen. Rhaid i bawb gwisgo dillad addas. Os bydd y tywydd yn rhy drwg bydd y sesiwn yn cael ei gohirio.

Weather Policy

Staff will assess the weather before going outside and adapt accordingly. Everyone must dress appropriately. If the weather is too bad the session will be postponed.

Polisi Sbwriel

Bydd y plant a'r athrawon yn sicrhau bod dim sy'n mynd i 'r ardal goedwig gyda nhw yn mynd yn ôl i ysgol/ gartref ar ôl y sesiwn. Bydd dim sbwriel yn cael eu gadael yn y goedwig.

Mae biniau addas ar gael yn yr ysgol ac ar yr iard.

Bydd athrawon yn mynd a bagiau bin rhag ofn bydd angen.

Litter Policy

The children and staff will ensure that everything they take to the forest is taken back with them to school or home at the end of the session. No litter will be left in the Forest. There are appropriate bins for recycling at school and on the yard and at home.

Staff will take a black bin bag with them to be prepared.

Llythyrau Adref

Information Letter to Parents

**Picton Road
Picton
Penyffordd
Holywell**

Ysgol Gymraeg Mornant

**Ffordd Picton
Picton
Penyffordd
Treffynnon**

**Pennaeth – Bethan Jones M.Add CPCP - Headteacher****Tel/Fax: 01745 560433****Ffôn/Ffacs: 01745 560433****e-bost/e-mail: office@mornant.flintshire.sch.uk****Ysgol Goedwig**

Dear Parents

Forest School originated in Sweden in the 1950's to teach children about the outdoors. The idea was adopted throughout other Scandinavian and European countries, where it became an important part of children's development.

Forest School is a unique way of increasing independence, confidence and self-esteem in children. It offers regular opportunities for children to achieve in the outdoors a range of experiences.

Learning experiences in the outdoors gives children opportunities to develop.

- Physical skills
- Health and well being
- Self-esteem, independence and confidence
- Social and communication skills
- Use of all their senses
- Creativity and imagination

Your child is participating a series of 6 Forest School sessions.

At _____

On _____

The central point of the Forest School experience is that children experience the outdoors in all weather conditions. Other than if it is very windy or a thunder and lightning storm. Your child will be outside during the sessions, even if the sessions will have to be shortened.

Please would you ensure that your child has suitable clothing for all weather conditions eg under layers, warm clothing, scarf, gloves, hat, waterproof clothing and wellingtons.

Yours sincerely

Bethan Jones

**Picton Road
Picton
Penyffordd
Holywell**

Ysgol Gymraeg Mornant

**Ffordd Picton
Picton
Penyffordd
Treffynnon**



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e-bost/e-mail: office@mornant.flintshire.sch.uk

Ysgol Goedwig

Annwyl Riení,

Dechreuodd yr Ysgol Goedwig yn Sweden yn 1950au i ddysgu plant am yr awyr agored. Mabwysiadwyd y syniad yn y gwledydd Scandinafïaidd eraill a gwledydd Ewrop a daeth yn rhan bwysig o ddatblygiad plentyn.

Mae'r Ysgol Goedwig yn ffordd unigryw o gynyddu annibyniaeth, hyder a hunan werth mewn plant. Mae'n cynnig cyfleoedd cyson i blant weithio a mwynhau yn yr awyr agored trwy ystod o brofiadau.

Mi fydd y profiadau yn rhoi cyfle i'r plant ddatblygu:

- Sgiliau Corfforol
- Iechyd a Lles
- Hunan werth, annibyddiaeth a hyder
- Sgiliau cymdeithasol a chyfathrebu
- Defnyddio'r synhwyrâu
- Creadigrwydd a dychymyg

Mae eich plentyn yn cymeryd rhan mewn cyfres o 6 sesiwn Ysgol Goedwig

Yn _____

Ar _____

Rhan ganolog o brofiad yr Ysgol Goedwig yw bod plant yn profi'r awyr agored ym mhob tywydd. Ar wahân i dywydd gwyntog iawn neu storm fellt a tharannau, mi fydd eich plentyn tu allan yn ystod y sesiynau, hyd yn oed os bydd rhaid cynnal sesiynau byrrach.

A fyddwch cystal â sicrhau fod gan eich plentyn ddillad addas ar gyfer pob tywydd e.e. haenau isaf, dillad cynnes, sgarff, menig, het, dillad glaw ac wellingtons.

Yn gywir

Bethan Jones

Permission Letter

**Picton Road
Picton
Penyffordd
Holywell**

Ysgol Gymraeg Mornant

**Ffordd Picton
Picton
Penyffordd
Treffynnon**



Pennaeth – Bethan Jones M.Add CPCP - Headteacher

Tel/Fax: 01745 560433

Ffôn/Ffacs: 01745 560433

e-bost/e-mail: office@mornant.flintshire.sch.uk

Ysgol Goedwig

Annwyl Rieni

Mae Ysgol Mornant yn hapus i gynnig sesiynau Ysgol Goedwig i'ch plentyn. Mae'r Ysgol Goedwig yn ffordd unigryw o gynyddu annibyniaeth hyder a hunan werth mewn plant. Mae'n cynnig cyfleoedd cyson i blant weithio a mwynhau yn yr awyr agored trwy ystod o brofiadau ac mae'n rhan bwysig o ddatblygiad plentyn.

Enw'r Plentyn: _____ Dosbarth: _____

Rwyf yn caniatáu i fy mhlentyn gymeryd rhan mewn sesiynau Ysgol Goedwig yn gyson yn ystod y flwyddyn academaidd.

Rwyf yn deallt y bydd y sesiynau yn cael ei arweinio gan Arweinydd Ysgol Goedwig, ac mi fydd fy mhlentyn yn gweithio mewn grwpiau a fydd yn cynnwys rato o o leiaf 2 oedolyn i 8 o blant. Rwyf hefyd yn deallt ar adegau mi fydd fy mhlentyn yn cael cyfle i weithio efo offer llaw a tân ar lefel yn addas iddyn nhw.

Arwyddwyd: _____ Dyddiad: _____

Dear Parents

Ysgol Mornant is pleased to offer your child Forest School Sessions. Forest School is a unique way of developing independence, confident and self-worth in children. Forest School offers children regular opportunities to work and enjoy the outdoors through different experiences and is an important part of a child's development.

Name of Child _____ Class _____

I give permission for my child to participate in Forest School Sessions during the academic year.

I understand that the sessions will be lead by a Forest School Leader, and my child will be working in groups that include the adult/child ratio of at least 1:8. I also understand that at times my child will have the opportunity to work with hand tools and fire at a level that is appropriate to them.

Signature: _____ Date: _____

Rhestr ddillad ysgol y goedwig

Bydd sesiynau ysgol goedwig yn cael eu cynnal ym mhob tywydd oni bai fod amheuaeth ynghylch diogelwch. ' Nid oes y fath beth â thywydd garw, dim ond dillad gwael '

Mae dillad addas yn hanfodol i bawb sy'n cymryd rhan; Mae angen i ni gael ein gwisgo'n ddigonol er mwyn ennill llawn botensial dysgu'r sesiwn.

Yn eu pecynnau, dylai plant gael:

Crys t llewis hir

- Trowsus, i leihau'r risg o frathiadau, phigiadau a chrafiadau
- drowsus neu ddyngaraïs a siaced sydd yn atal dŵr.
- Sanau hir, esgidiau glaw neu hen Trainers (mewn tywydd sych poeth)
- Yn ystod yr haf, dylid darparu het haul ac eli haul
- Yn ystod y misoedd oeraf, mae angen dillad ychwanegol megis fleece, legins, teits, hetiau a menig ac ati.

Dylai plant gyrraedd yr ysgol yn eu dillad ysgol goedwig a dod â gwisg ysgol, mewn bag, i newid i mewn ar ôl y sesiwn.

Dylai pob cit ysgol goedwig gael ei enwi a'i gadw yn yr ysgol ar gyfer gweithgareddau eraill a mynd ag ef adref yn rheolaidd i gael ei olchi.

:

Forest School Clothing List

Forest School sessions will take place in all weathers unless the safety of the participants is in question, due to high winds or icy roads. 'There is no such thing as bad weather, just bad clothing'

Suitable clothing is essential for everyone participating; we need to be adequately dressed in order to gain the full learning potential of the session.

In their kits, children should have:

- Long sleeved tee shirt
- Trousers, to reduce the risk of bites, stings and scratches
- Waterproof over trousers or dungarees and jacket
- Long socks, wellies or old trainers (in very hot dry weather)
- During the summer, a sunhat and sunscreen should be supplied
- During the colder months, extra layers such as a fleece, leggings, tights, hats and gloves etc. are required.

Children should arrive at school in their Forest School clothes and bring school uniform, in a bag, to change into after the session.

All Forest School Kit should be named and kept in school for other activities and taken home regularly to be washed.



Ysgol Goedwig

Ffurflen Meddygol

Enw's Plentyn

Cyfeiriad

.....

Hanes Meddygol e.e clefyd gwair, asthma

.....

.....

.....

Unrhyw alegredd neu gofynion deiet

.....

.....

.....

Manylion cyswllt mewn argyfwng:

1. Enw

Rhif Ffôn

2. Enw

Rhif Ffôn

Manylion Doctor, Enw a Cyfeiriad

.....

.....



Ysgol Goedwig

Medical Form

Name of Child

Address

.....

Medical History e.g hay fever, asthma

.....

.....

.....

Any allergies or dietary requirements

.....

.....

.....

Emergency Contact Details:

1. Name:

Phone Number:

2. Name:

Phone Number:

Doctor's Details, Name and Address

.....

.....

Forest School Clothing list

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- During the colder months, extra layers such as a fleece, leggings, tights, hats and gloves etc. are required.

Children should arrive at school in their Forest School clothes and bring school uniform, in a bag, to change into after the session.

All Forest School Kit should be named and kept in school for other activities and taken home regularly to be washed.

Appendix 1 Risk Assessment of the Site and Plan



Appendix 2 : Individual Tool Guidance 9taken from NACHPUF

<https://classroom.google.com/w/NDA0NTk2OTYxOTRa/tc/NjE5NDY5NDM5Mzha>

NACHPUF Tool Guidance

Name: **Loppers** (Bypass or Anvil types)

Annotate: Handles (grips), shaft, hinge, pivot nut, cutting edge

Check: Grips are not damaged or loose, extension locks (if present), cutting edge is clean, hinge free to open and close and secure

PPE – Gloves, long trousers (preferably overtrousers / overalls), working boots.

Handling: Carry at your side with hand on shaft, pass shaft first

Purpose: Used for cutting branches up to 3cm diameter approx.

Use: Use length of shaft to give maximum leverage, put wood to be cut as close to the hinge as possible, be aware of your own working space being clear of obstructions / trip hazards etc. Make sure area to be cut is clear of people. When cutting above head height a hard hat may be necessary.

Finish: Clean the cutting edge after use, close cutting edge before storing in tool bag.

Maintain: Periodically wash and clean off sap from blade, keep blade sharp by honing with wet or dry sharpening stone

Name: **Bowsaw** (Raker or Saw tooth)

Annotate: Handle, blade, blade clip

Check: Blade is secure and sharp

PPE – Glove on non-working hand. Close fitting glove on working hand if required. Long trousers (preferably overtrousers / overalls), working boots.

Handling: Carry at your side with blade facing down, pass using the handle

Purpose: Used for cutting green and dead wood (blades differ for each type) up to a size determined by the limitations of the handle size

Use: Use stepped cuts for standing live wood. Secure wood lengths before sawing. Use three backward cuts (with hand through blade) to start the cut and then use saw on both push and pull action.

Finish: Clean the cutting edge after use, Clip blade guard on before storing in tool bag

Maintain: When blade gets blunt replace with a new one. Replace damaged or lost blade guards

Name: **Penknife** (Sheath, locking or non-locking types)

Annotate: Handle, blade, hinge (folding types), lock

Check: Blade secure, hinge secure, locking device functions

PPE – Glove on non-working hand, long trousers, (preferably over trousers/ overalls) working boots.

Handling: Close or sheath the knife when not in use. Pass using handle

Purpose: Used for cutting, shaping, de-barking and carving

Use: Sit comfortably and securely. Lock elbows in to body and work the blade moving away from you with legs closed and positioned away from knife side. Check you have enough personal space to work safely.

Finish: Clean the blade after use, close or sheath blade before storing in tool bag.

Maintain: Periodically wash and clean off sap from blade, keep blade sharp by honing with wet or dry sharpening stone

Name: **Secateurs** (Bypass or anvil type)

Annotate: Handles (grips), hinge, pivot nut, cutting edge, securing mechanism & spring

Check: Grips are not damaged or loose, cutting edge is clean, hinge free to open and close and secure, securing mechanism works

PPE – Gloves on non-working hand, long trousers (preferably overtrousers / overalls), working boots.

Handling: Make sure secateurs are closed. Carry at your side with hand on shaft, pass handles first

Purpose: Used for cutting small branches up to 2cm diameter approx.

Use: Use length of handles to give maximum leverage, put wood to be cut as close to the hinge as possible, be aware of your own working space being clear of obstructions / trip hazards etc. Make sure area to be cut is clear of people.

Finish: Clean the cutting edge after use, close cutting edge and secure before storing in tool bag.

Maintain: Periodically wash and clean off sap from blade, keep blade sharp by honing with wet or dry sharpening stone

Name: **Potato peeler**

Annotate: Handle, cutting edge

Check: Blade secure

PPE – Glove on non-working hand, working boots.

Handling: Carry at your side using handle, pass handle first

Purpose: Used for de-barking sticks

Use: Sit comfortably and securely. Lock elbows in to body and work the blade moving away from you with legs closed and positioned away from knife side. Check you have enough personal space to work safely.

Finish: Clean the cutting edge after use, store in tool bag or box.

Maintain: Periodically wash and clean off sap from blade, replace when blunt.

Name: **Pruning saw**

Annotate: Handle, blade, hinge, lock.

Check: Blade is secure and sharp, hinge secure, lock works.

PPE – Glove on non-working hand. Close fitting glove on working hand if required. Long trousers (preferably overtrousers / overalls), working boots.

Handling: Carry folded, pass using the handle or folded.

Purpose: Used for cutting green and dead wood up to about 10cm + depending upon size of blade.

Use: Use stepped cuts for standing live wood. Secure wood lengths before sawing. Establish a groove to start the cut, most pruning saws work on the pull action.

Finish: Clean the cutting edge after use, fold and secure blade before storing in tool bag.

Maintain: When blade gets blunt replace with a new one.

Name: **Axe**

Annotate: Handle, cutting edge.

Check: Handle is not loose.

PPE – Glove on non-working hand, long trousers (preferably over trousers/ overalls), steel toe cap boots

Handling: Carry at your side with the cutting edge facing down or behind, always replace guard. Pass using handle

Purpose: Used for splitting wood

Use: Log to be split is placed on secure surface, Axe is placed on top and hit with a wooden mallet. For other uses refer to BTCV manual!

Finish: Clean the blade after use, wrap blade before storing in tool bag.

Maintain: Periodically wash and clean off sap from blade, keep blade sharp by honing with wet or dry sharpening stone

Recommended Contents List for Forest School Policies and Procedures

- Introduction
- Legislation relevant
- Health and Safety
- Risk assessment procedure
- Daily procedures
 - Pre-session ○ Session ○ End of session ○ Post session
- Tool procedures (every tool)
- Fire safety procedures
- Food safety, toileting and hygiene procedure
- Emergency procedures
- First aid procedure
- Missing person
- Irregular occurrence/ uninvited guest/ stranger procedure
- Weather
- Behaviour
- Photo and media
- Child protection policy and procedures
- Play Policy

Appendices

- i. Letter to parents & children
- ii. Medical Consent Forms
- iii. Blank register and requirements list
- iv. Programme overview planning sheet
- v. Session planning and evaluation sheets
- vi. Blank risk assessment activity and site
- vii. Risk Assessment Checklist
- viii. Daily inventory checklist
- ix. 1st Aid kit inventory checklist
- x. Participant evaluation sheets
- xi. Laminated emergency procedure sheet
- xii. Accident/ near miss record

Appendix 4 : Safeguarding Policy

Appendix 5 : Health and safety Policy

