

Bestwood Environmental Education Centre Risk Assessments

1. Field Studies/All Walks And Activities On Site
2. Field Studies/All Walks And Activities Outside
3. Woodland Walks/Sensory Activities
4. Conservation Work
5. Outdoor and Adventurous Activities (General)
6. Outdoor and Adventurous Activities
7. Shelter Building
8. Orienteering
9. Pond/River Dipping
10. Stranger Danger
11. Lunch Times
12. Adventure Playground
13. Working in the Centre
14. Lone Working At Centre/On Site
15. Shelter Building – For Forest Schools
16. Jewellery Making: Elder Beads – For Forest Schools
17. Tree Felling/Coppicing/Woodland Management Tasks– For Forest Schools
18. Mallet Making– For Forest Schools
19. Collecting Fire wood and Fire Lighting– For Forest Schools
20. Sitting Around Camp Fire – Cooking On Camp Fire– For Forest Schools

Nottinghamshire County Council schools should refer to the Generic Risk Assessments in the 'Educational Visits Policy for Nottinghamshire Schools' (normally kept by the Educational Visit Co-ordinator). Also available on the Wired website.

Day Centre Codes of Practice are in the 'Introduction to the Environmental Education Day Centres' booklet – sent to schools with booking confirmation letters.

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: FIELD STUDIES/ALL WALKS AND ACTIVITIES ON SITE**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Woodland walks All walks around site	Poisoning	All	<ul style="list-style-type: none"> Safety talk on fungi/berries given before leaving centre. Include steps to take if a fungus is touched accidentally. Hands to be washed before eating after all activities. 	All groups to refer to Educational Visits Policy for Nottinghamshire Schools and the LA Generic Risk Assessments	Low	Yes
	Slipping Tripping	Pupils Staff Parents	<ul style="list-style-type: none"> Route to be assessed prior to visit if appropriate. At all times children not to lead walk into unassessed areas. Visitors and staff to wear appropriate footwear. 		Low	Yes
	Puncture Wounds	Pupils Staff Parents	<ul style="list-style-type: none"> Suitable clothing to be worn covering body. Low branches to be avoided or removed if possible. 	Clothing worn is responsibility of parents/school visitors, some available in centre	Low	Yes
	Insect bites	Pupils Staff Parents	<ul style="list-style-type: none"> Avoidance of areas known to have large numbers of stinging insects. Any insect bite allergies to be known to first aiders. First aid kit to be carried at all times. 	School first aiders must check children's details prior to visit	Low /Medium	Yes
	Unaware of codes of practice		<ul style="list-style-type: none"> Copies of all relevant codes to be handed out to all parents/helpers with school groups each day to ensure best practice and awareness of all adults. 	Could be laminated to prevent waste	Low	Yes

Date of assessment: June 2009
Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: FIELD STUDIES/ ALL WALKS AND ACTIVITIES OUTSIDE – page 1 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Woodland walks	Dog attack/ out of control horse	Pupils Staff Parents	<ul style="list-style-type: none"> All visitors with groups informed on how to act around unleashed dogs/horses. If possible dogs will be avoided when walking. 	Temperament of dogs always unknown	Low/Medium	Yes
	Person attack	Pupils Staff Parents	<ul style="list-style-type: none"> School parties should always be well supervised. Children not to go off alone or out of sight of adults except in groups and when location of children is known. Adults preferably in pairs in woods and given personal alarms or whistles. Safety talk given to all at start of day about 'stranger danger' – general awareness of all hazards. 		Low	Yes
	Allergy/ Asthma – contd on next page	Pupils Staff Parents	<ul style="list-style-type: none"> First aiders should know of all pre-existing medical conditions. Asthma medication to be carried by person with condition. 		Low	Yes

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: FIELD STUDIES / ALL WALKS AROUND SITE AND ACTIVITIES OUTSIDE – page 2 of 2**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
All walks	Allergy Continued	Pupils Staff Parents	<ul style="list-style-type: none"> Allergy relief to be carried in a sensible manner i.e. by person at risk or by person allocated to be with allergy sufferer. Same system may be used for very young children with asthma. 	Centre staff can not be responsible for medication carrying or take responsibility for attacks when condition is not known to them	Low	Yes
	Weather (injury, sunburn, extreme cold)	Pupils Staff Parents	<ul style="list-style-type: none"> Centre teacher or visiting teacher to obtain daily forecast & assess ongoing changes for danger. Suitable clothing for weather conditions worn i.e. warm and waterproof for cold, wet conditions, full light body cover, sun cream & hat for hot weather. 	Some clothing available at centres, ask for details	Low	Yes

Date of assessment: June 2009
Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: **BESTWOOD**AREA OF CONCERN/ACTIVITY: **WOODLAND WALKS/ SENSORY ACTIVITIES – page 2 of 2**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<u>Blindfold activities</u>						
Tree Grokking	Trip Fall Bump	Pupils Staff Parents	See Generic RA 7 - Walks In Normal Country & RA 31 – Conservation Activities <ul style="list-style-type: none"> Area chosen for game should avoid very rough ground. 	See Day Centre Codes of Practice	Low	Yes
	Wounds from branches	Pupils Staff Parents	<ul style="list-style-type: none"> Children leading the blindfolded pupils told how to look out for hazards to their partner. First aid kit to be carried at all times. 		Low	Yes
<u>None blindfolded activities</u>						
Mirror walking	Trip Fall Bump	Pupils Staff Parents	<ul style="list-style-type: none"> Clear instructions given on how to use mirror and watch the ground. Ground chosen with not too many exposed roots and divots. 		Low	Yes
	Wounds from branches	Pupils Staff Parents	<ul style="list-style-type: none"> Choose area of trees with high branches. 		Low	Yes
			Refer to RA's 'Field Studies/All walks and activities outside/on site'			

Date of assessment: June 2009
Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: CONSERVATION WORK – page 1 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Tree planting, heathland work etc	Slip Trip	Pupils Staff Parents	See Generic RA 31 – Conservation Activities & RA 11 – Field studies in or by inland water <ul style="list-style-type: none"> • All persons to wear required footwear and walk around in controlled manner. • Unused spades to be stuck into ground not left lying flat. • Groups to be suitably supervised by adults – 1:6 as in Codes of Practice. • Ground conditions to be assessed and warnings given. 	Teachers visiting need to be aware of risks and choose activities according to age and ability of children	Low	Yes
	Accident with tools	Pupils Staff Parents	<ul style="list-style-type: none"> • Tool safety talk to be given prior to starting activity. • First aid kit to be carried at all times. 	See Day Centre Codes of Practice	Low	Yes
	Cuts to hands	Pupils Staff Parents	<ul style="list-style-type: none"> • Gloves and suitable body cover to be worn. • Bracken must not be pulled with bare hands. 		Low	Yes
	Diseases	Pupils Staff Parents	<ul style="list-style-type: none"> • All cuts to be dealt with promptly. • Cover all grazes and cuts with waterproof plasters/rubber gloves. • Staff on site, are require up to date tetanus injections. • Schools should have knowledge of children's (and parents' etc) tetanus immunisation status. 		Low	Yes

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: CONSERVATION WORK – page 2 of 2**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE	
Brash Fencing/ Habitat pile construction	Cuts to hands	Pupils Staff Parents	<ul style="list-style-type: none"> All fencers to wear gloves. 	Teachers visiting to have seen Health and safety and Codes of Practice guidelines regarding conservation work	Low	Yes	
	Puncture wounds and eyes	Pupils Staff Parents	<ul style="list-style-type: none"> Care taken when handling sticks in accordance with safety instructions given on site. Correct supervision of group ie no running etc. 		Low	Yes	
	Lifting heavy objects	Pupils Staff Parents	<ul style="list-style-type: none"> All given correct instructions regarding lifting of large/long pieces of wood. 		Instruction to be given to groups on site as appropriate	Low	Yes
	Weil's Disease	Pupils Staff Parents	<ul style="list-style-type: none"> See 'Pond/River dipping/River studies RA for guidelines of working in or near water.' 		Low	Yes	
Pond clearance			All groups to refer to RA 'Field Studies/All walks and activities outside/on site'				

Date of assessment: June 2009
Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: **BESTWOOD**AREA OF CONCERN/ACTIVITY: **OUTDOOR AND ADVENTUROUS ACTIVITIES (GENERAL)**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Slippery ground/ logs etc...	Trip Fall Bump	Pupils Staff Parents	<p>See Generic RA 31 – Conservation Activities</p> <ul style="list-style-type: none"> Suitable supervision of pupil's participants suitably dressed for activities as stated in Day centre Codes of Practice. 	Staff to follow instructions in Day centre Codes of Practice, Inset advice and safety talk at start of visit	Low	Yes
	Injury Puncture wounds (including eyes)	Pupils Staff Parents	<ul style="list-style-type: none"> Suitable supervision of pupils in light of protruding branches (eye wounds) etc Suitable clothing for activities. 		Low	Yes
	Cuts	Pupils Staff Parents	<ul style="list-style-type: none"> Suitable supervision of activities/ appropriate clothing in line with guidelines in Day centre Codes of Practice. 		Low	Yes
	Asthma attack	Staff Pupils Visitors	<ul style="list-style-type: none"> Pupils with asthma should carry own inhaler and staff should be aware of anyone at risk of an attack. 		Low	Yes
			Refer to RA 'Field Studies/All walks and activities outside/on site'			

Date of assessment: June 2009
Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: OUTDOOR AND ADVENTUROUS ACTIVITIES**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Team challenges	Slip Trip Fall Bump	Pupils Staff Parents	<ul style="list-style-type: none"> • Appropriate clothing and footwear for the activity • Appropriate adult supervision ratios • Children are well supervised and under control • Pupils, staff, adults have understood objectives and are working safely • Demonstrate lifting and carrying techniques with objects and other people • First aid kit to be carried at all times • Inhaler to be carried and not left in classroom 	Inset training and Codes of practice Visiting teachers need to be aware of risks and choose activities according to age and ability of children	Low	Yes
	Asthma attack	Pupils Staff Parents			Low	Yes
Sensory/ Blindfold games	Slip, Trip Fall Bump	Pupils Staff Parents	<ul style="list-style-type: none"> • Adequate supervision to allow one adult per group • Teacher gives safety talk before starting activity • Use of appropriate area. Check for hazards before starting • Remove glasses before wearing blindfold 		Low	Yes
	Weather	Pupils Staff Parents	<ul style="list-style-type: none"> • Centre teacher or visiting teacher to obtain daily forecast and assess ongoing conditions 	On occasion conditions may be unsuitable i.e. high winds	Low	Yes

Date of assessment: June 2009
Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: SHELTER BUILDING – page 1 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Shelter Building	Slip Fall	Pupils Staff Parents	<p>See Generic RA 31 – Conservation Activities</p> <ul style="list-style-type: none"> • Suitable supervision of pupils 1:6 • Participants appropriately dressed as per Day Centre Codes of Practice guidelines • Verbal instructions regarding movement around shelter building site 	Clothing worn dependent on parents/visiting teachers	Low	Yes
Stick carrying	Cuts Splinters etc	Pupils Staff Parents	<ul style="list-style-type: none"> • Suitable supervision of pupils and suitable hand wear and full body cover worn at all times as described in Day Centres Codes of Practice 		Low /Medium	Yes
Low branches	Puncture wounds Including eyes	Pupils Staff Parents	<ul style="list-style-type: none"> • Suitable supervision of pupils in light of protruding branches. Instruction regarding carrying of sticks for building shelters in a safe manner • First aid kit to be carried at all times <p>Refer to RA's 'Outdoor & Adventurous Activities (general)' and 'Field Studies/All walks and activities outside/on site'</p>		Low	Yes

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: SHELTER BUILDING – page 2 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Shelter building	Lifting injury	Pupils Staff Parents	<ul style="list-style-type: none"> • Correct instructions regarding lifting/carrying given to groups and avoidance of lifting when possible. 	<p>Follow instructions in Day Centre Codes of Practice</p> <p>Advice at Inset/pre visit</p>	Low	Yes
	Shelter falling down	Pupils Staff Parents	<ul style="list-style-type: none"> • Visiting staff/pupils given instructions regarding safe shelter building including: <ol style="list-style-type: none"> 1. No entering shelter while building is in progress and until checked for stability 2. Careful planning and supervision of building process 3. Careful dismantling of shelters in methodical manner i.e. main supports last of all. 		Low /Medium	Yes
	Weather	Pupils Staff Parents	<ul style="list-style-type: none"> • Centre teacher or visiting teacher to obtain daily forecast & assess ongoing changes for danger. 		Low	Yes
	Getting lost/abuse by public	Pupils Staff Parents	<ul style="list-style-type: none"> • No one to go off alone. • Bracken pulling supervised by adults. 		Low	Yes

Date of assessment: June 2008
 Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: ORIENTEERING – page 1 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Orienteering	Slip Trip Fall	Pupils Staff Parents	<p>See Generic RA 19 – School led orienteering</p> <ul style="list-style-type: none"> • Suitable supervision of pupils 1:6 ideal, minimum of 5 adults from school required. • Participants need to be suitably dressed – footwear for outdoor P.E. activities/full body cover. • Ground conditions checked. • First aider (member of school staff if self led group) present and first aid kit available. 	<p>Follow instructions in Day Centres Codes of Practice, Inset advice and safety talk at start of each visit</p> <p>Guidance notes available to reinforce safety</p>	Low	Yes
	Vehicles/ machinery on site	Pupils Staff Parents	<ul style="list-style-type: none"> • Orienteering visitors warned of possible vehicles/machinery/equipment in area and how to act safely. • Warning of approaching vehicles shouted to all orienteers. 		Low	Yes
	Mountain bike	Pupils Staff Parents	<ul style="list-style-type: none"> • Awareness of possibility of mountain bikers and safe action to be taken. 		Low	Yes
	Weather	Pupils Staff Parents	<ul style="list-style-type: none"> • Centre teacher or visiting teacher to obtain daily forecast & assess ongoing changes for danger. 		Low	Yes
	Dogs: Bites etc	Pupils Staff Parent	<ul style="list-style-type: none"> • Information given how to reduce risk of dog attack i.e. Stop running/stand still until dog is under control. 		Low	Yes

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: ORIENTEERING – page 2 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Orienteering	Out of control horse	Pupils, Staff Parent	<ul style="list-style-type: none"> All visitors informed of how to behave around horses. 	Follow instructions in Day Centre Codes of Practice, Inset advice and safety talk at start of each visit	Low /Medium	Yes
	Person attack	Pupils, Staff Parent	<ul style="list-style-type: none"> Children orienteering in groups. All groups have emergency whistle. Adults placed around orienteering area to form safety net – minimum 5 adults from school required. Groups go to known bases. 'Safe' adults have obvious identification. All groups must stay together. 	Guidance notes available to reinforce safety	Low	Yes
	Pre-existing medical condition (epilepsy, asthma, diabetes etc)	Pupils, Staff Parent	<ul style="list-style-type: none"> All pupils to carry own medication if appropriate. Whistles to be blown if medical emergency. Emergency procedures agreed before session. 	Schools must obtain info from parents and ensure medication is available	Low	Yes
	Getting lost	Pupils	<ul style="list-style-type: none"> Adults placed around orienteering area to form safety net. Min. 5 adults required. All pupils briefed before leaving base. All adults from school have obvious ID so pupils know they are 'safe' to go to for help. All groups must stay together, group sizes reflect age and orienteering experience of pupils. <p>Refer to RA's 'Field Studies/All walks and activities outside/on site'</p>	Reflective and fluorescent tabards available to increase visibility of orienteering children to supervising adults	Low	Yes

Date of assessment: June 2009
 Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: POND/RIVER DIPPING/RIVER STUDIES – page 1 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<u>Pond Dipping</u> Board walks	Slip Trip Fall	Pupils Staff Parents	See Generic RA 11 – Field studies in or by inland water <ul style="list-style-type: none"> • Board walks checked regularly for damage. • Chicken wire put on wooden boards to prevent slipping. • Leaves and branches removed as required to maintain a sound walkway. • Area locked and fenced off when not in supervised use. • Children and adults advised to wear suitable footwear/clothing. 	Teachers leading groups should be familiar with Day Centre Codes of Practice Not all leaves can be removed in autumn – but less likely to be slipping on them	Low /medium	Yes
	Falling into water	Pupils Staff Parents	<ul style="list-style-type: none"> • Board walks maintained and fences around water intact. • Safety talk to all visitors including keeping hands away from faces. • Information on Weils disease provided for all schools. • Appropriate medical precautions taken to cover existing cuts and grazes with waterproof plasters/rubber gloves and new cuts to be treated according to health and safety guidelines. 		Low	Yes

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: POND/RIVER DIPPING/RIVER STUDIES – page 2 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Pond dipping	Fall drowning	Pupils Staff Parents	<ul style="list-style-type: none"> • Throwing line available. 	Requires good staffing by school to maintain safe group sizes and suitable supervision	Low	Yes
River dipping/ River studies	Slip Trip Fall	Pupils Staff Parents	<ul style="list-style-type: none"> • Group sizes suitable for area used, 1:6. • Use safely accessible portions of the riverbank and check underfoot conditions. • All persons to wear suitable footwear. • Safety issues to be discussed prior to activity. 		Low /Medium	Yes
	Drowning	Pupils Staff Parents	<ul style="list-style-type: none"> • Rules above to be followed to prevent falling and constant supervision of all groups. • Water conditions to be assessed as safe. • Throwing line to be available. 	On occasion conditions will be unsuitable	Low	Yes
	Disease	Pupils Staff Parents	<ul style="list-style-type: none"> • All to be aware of Weils disease and its prevention. • First aiders to be fully conversant with procedure if cuts occur during activity ie immediate cleaning and covering with waterproof plasters/rubber gloves. 	See relevant Codes of Practice & page 1 of this Risk Assessment	Low	Yes
	Weather	Pupils Staff Parents	<ul style="list-style-type: none"> • Centre teacher or visiting teacher to obtain daily forecast & assess ongoing changes for danger. 		Low	Yes

Date of assessment: June 2009
Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: STRANGER DANGER**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
All activities at all Centres	Person attack/ verbal abuse by member of public	Pupils Staff Parents	<ul style="list-style-type: none"> • Whistles issued as appropriate for own safety. • We are strangers to group, ID to be worn. • Close supervision of groups taking in to account recommended ratios. • Measures appropriate to activities and age groups. • No trip to toilet alone. • Include members of the public on site and tell to respect them and keep away – in general safety. • Discourage children from interacting with adults and children from outside their own group – instruction appropriate to age of children, advise teachers prior to visit to mention to children and supervising adults. • See activity assessments for specific details. 	<p>School staff must be appropriately briefed by their visit organiser</p> <p>Leading teacher from school needs to be aware of risks through INSET training/pre-visit/ reading Codes of Practice</p>	Low	Yes

Date of assessment: June 2009
Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

ENVIRONMENTAL EDUCATION SUPPORT SERVICE: RISK ASSESSMENT PROFORMA
CENTRE/BASE: BESTWOOD
AREA OF CONCERN/ACTIVITY: LUNCH TIMES – THESE ARE NOT SUPERVISED BY CENTRE STAFF

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Lunch time Games, activities	Trip Slip Fall	Pupils Staff Parents	<ul style="list-style-type: none"> Pupils must be supervised as appropriate by own staff/parents/helper. 	School staff must be appropriately briefed by their visit organiser	Low/Medium	Yes
	Weather	Pupils Staff Parents	<ul style="list-style-type: none"> Activities should be appropriate to terrain/ weather conditions and suitably supervised and equipped. 		Low	Yes
	Person attack		<ul style="list-style-type: none"> Groups must have first aider with them. Assess wither conditions before beginning activities. Visits to toilets supervised by adults at all times. <p>Refer to RA 'Field Studies/All walks and activities outside/on site'</p>		Low	Yes
Adventure playground			See relevant Risk Assessment.			

Date of assessment: June 2009
Hazard sheet/assessment ref:
signed:

next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: ADVENTURE PLAYGROUND**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Adventure Playground at Bestwood Country Park	Trip Slip Fall	Pupils Staff Parents	<p>ALL PUPILS MUST BE SUPERVISED AT ALL TIMES BY AN ADULT AT THE ADVENTURE PLAYGROUND AREA</p> <ul style="list-style-type: none"> No running through the equipment area. 	Close adult supervision at all times	Low	Yes
	Fall from equipment	Pupils Staff Parents	<ul style="list-style-type: none"> Pupils must use equipment in manner intended by design i.e. no climbing on top of equipment. Falls from low height (ie not from on top of equipment) are protected by safety surface (cushion fall). 	<p>Minimum ratio of 1:10 to children essential at all times</p> <p>Close supervision of whole playground is essential.</p>	Low	Yes
	Overcrowding on equipment		<ul style="list-style-type: none"> Sensible number of people allowed on any part of playground at any time (depends on age, size etc of people). 	If possible, a member of staff to be placed by each piece of equipment.	Low	Yes
	Vandalism/ damage		<ul style="list-style-type: none"> Visual inspection daily of area. Full inspection weekly. 	Log kept	Low	Yes

Date of assessment: June 2009
Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: WORKING IN THE CENTRE – page 1 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Working in the Centre	Fire	Pupils Staff Parents	<ul style="list-style-type: none"> • Only fight fires when small enough to use extinguisher. Use correct type • Dial 999 evacuate the building by nearest exit • Check toilets etc • Assemble on car park and take register of pupils, staff and parents • Do no re-enter the building until told to do so by emergency services • Regular Fire drills • Flammable liquids stored correctly • Emergency lighting fitted 	Fire awareness of staff needed. List of all on site must be brought by schools Signs fitted to exits Windows open to allow egress Each group visit only for a day	Low	Yes
	Electrical Shock	Pupils Staff Parents	<ul style="list-style-type: none"> • R.C.Ds used wherever needed • P.A.T testing each year • Visual checks of equipment when used • Blanks in unused sockets • Electrical items not used near water 	Need regular updates	Low	Yes
	Burns/ Scalds	Pupils Staff Parents	<ul style="list-style-type: none"> • No children allowed in kitchen area • No hot drinks to be carried around classrooms 		Low	Yes
	Chemicals	Pupils Staff Parents	<ul style="list-style-type: none"> • Stored in locked area • COSH sheets available 		Low	Yes
(see generic risk assessments)						

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: WORKING IN THE CENTRE page 2 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Working in the centre continued	Finger traps Cuts, Bruises Burns, Scalds Trip, Slip, Fall Tools used	Pupils Staff Parents	<ul style="list-style-type: none"> • Finger guards fitted to doors where pupils have access • Hot drinks not to be passed over children's heads • Pupils not allowed in kitchen area • Scissors are not pointed • First aid kits available • Furniture checked regularly • Tools stored in locked areas • Floor well maintained and non-slip cleaning materials used • When floors are wet 'wet floor' sign used • Spills wiped up immediately • Shown how to use equipment including R.C.D.s • Glue guns to be used by adults only 		Low	Yes
	Personal attack	Pupils Staff Parents	<ul style="list-style-type: none"> • All doors locked when visitors on site • No child to be left alone anywhere at any time 		Low	Yes

Date of assessment: June 2009
Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY LONE WORKING AT CENTRE/ON SITE – page 1 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Lone working in Centre	Intruders	Staff Parent Pupil	<ul style="list-style-type: none"> • Inform someone when working late/early. • All doors/windows shut and locked when working alone in centre. • Carry mobile phone around when moving between buildings. • Carry a radio. • Contractors must make an appointment. • Do not open door until identity verified. 	<p>All staff work alone at times (Centre teacher and cleaner) Land Management team on site from 7.30am and in radio contact</p> <p>All to be aware of control measures</p>	Low	Yes
	Injury	Staff Parent Pupil	<ul style="list-style-type: none"> • Do not climb when working alone. • Do not carry heavy objects alone. • Use tools correctly when working alone. 	<p>Inform visitors who may be alone with a sick child etc</p>	Low/ Medium	Yes
	Fire	Staff Parent Pupil	<ul style="list-style-type: none"> • Dial 999. • Exit building by nearest escape route and stay out until allowed in by emergency services. • Only fight fire when small enough to be put out by extinguisher. Use correct type. • Get well away from building (near car park) and stay out. • Avoid lone working when ever possible. • <p>(See also Specific Fire Risk Assessment) Refer to EESS Safety Policies and Codes of Practice</p>	<p>Fire awareness of staff needed</p>	Low	Yes

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: SHELTER BUILDING FOR FOREST SCHOOLS ONLY – page 1 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Shelter building (Forest Schools only)	Knife Cuts from folding knives	Pupils Staff Parents	<ul style="list-style-type: none"> • Close supervision of use of folding knives. • Tools talk concerning safe use i.e. safety catches and cutting away from body. • No independent use of knives. • Knives always carried by Forest School staff. 	Tools safety reinforced at start of each session	Low	Yes

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: SHELTER BUILDING USE OF TOOLS FOREST SCHOOL ONLY – page 2 of 2**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Snedding/stake making using billhook	Cuts from billhook	Pupils Staff Parents	<ul style="list-style-type: none"> • Close supervision of use of billhooks. • Small group working ratio appropriate to age and ability. • Safety talk for safe tool use/ demonstration • Reinforcement of 'no glove' rule for wooden handled tools. • Not to be done in wet weather. 	<p>Tool safety reinforced at staff of each session</p> <p>Small group ratios maintained at all times</p> <p>Any child not behaving appropriately will be removed from activity</p>	Low	Yes
Bow sawing of wood	Cut from bow saw	Pupils Staff Parents	<ul style="list-style-type: none"> • Suitable safety talk and demonstration given. • Close supervision of saw use – ratios appropriate to age and ability of groups. • Demonstration of safe carriage and storage of tools. 		Low	Yes

Date of assessment: June 2009
 Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: JEWELLERY MAKING – ELDER BEADS**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Use of metal skewer for bead making	Scratching Gouging Injury	Pupils Staff Parents	<ul style="list-style-type: none"> • Safety talk/demonstration delivered • Supervision appropriate to the group concerned 	Tool safety talk at start of each session	Low	Yes
Cutting elder with loppers	Loss of digit	Pupils Staff Parents	<ul style="list-style-type: none"> • Suitable safety talk/demonstration delivered • Supervision of safe lopping • Show how to carry loppers and store safely 	Small group ratios retained at all times Any child not behaving appropriately will be removed from activity	Low	Yes
	Cuts	Pupils Staff Parents	<ul style="list-style-type: none"> • Suitable safety talk/demonstration given • Close supervision of cutting • Knives carried by Forest School Staff only 		Low	Yes

Date of assessment: June 2009

Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: TREE FELLING/ COPPICING/WOODLAND MANAGEMENT TASKS – page 1 of 2**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Snedding with a billhook	Cuts	Pupils Staff Parents	<ul style="list-style-type: none"> • Close supervision of use of bill hooks • Small group working – ratio appropriate to age and ability • Safe tool talk/demonstration • Reinforcement of “no gloves” rule for wooden handled tools • Not to be done in wet weather 	Any child not behaving appropriately will be removed from the activities	Low	Yes
Carrying heavy wood	Back injury Trip Fall	Pupils Staff Parents	<ul style="list-style-type: none"> • Warn all people involved not to lift heavy objects alone • Give advice on lifting and handling of wood • Avoid unnecessary lifting and carrying 		Low	Yes

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: TREE FELLING/COPPING/WOODLAND MANAGEMENT TASKS – page 2 of 2**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Low branches/ side branches of cut trees	Puncture wounds Eyes Scratches	Pupils Staff Parents	<ul style="list-style-type: none"> Warnings given of choice of low branches/ side branches and to watch out for them and move sensibly. Instructions given on safe carrying/moving of felled materials. 		Low	Yes
Bow sawing	Cuts	Pupils Staff Parents	<ul style="list-style-type: none"> Suitable safety talk and demonstration given. Gloves to be worn at all times. Close supervision of saw use – ratios appropriate to age/ability and activity. Demonstration of safe carriage and storage of tools. 	Any child not behaving appropriately will be removed from activities	Low	Yes

Date of assessment: June 2009
Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: MALLET MAKING**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Bow Sawing	Cuts	Pupils Staff Parents	<ul style="list-style-type: none"> • See Tree felling/coppicing/woodland management tasks Risk Assessment 		Low	Yes
Handle cutting with billhook and mallet	Cuts/ bruises	Pupils Staff Parents	<ul style="list-style-type: none"> • Small group ratio • Safety talk and demonstration given • Gloves worn when holding the billhook holders (as not swinging it) • Protecting billhook holds hands (if a small child) with own • Make sure splitting log (that is being sat on) has flat surface and is pegged securely in place 	Any children not behaving appropriately will be removed from activities	Low	Yes

Date of assessment: June 2009
 Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: COLLECTING FIRE WOOD AND FIRE LIGHTING**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Collecting materials		Pupils Staff Parents	<ul style="list-style-type: none"> See risk assessment for gathering materials in <u>Den Building</u>. 			
Fire lighting	Burns	Pupils Staff Parents	<ul style="list-style-type: none"> Safety talk given. Well defined fire area with practiced procedure for entering and leaving it. Keep area clear of obstacles. 'No running' policy in all areas of forest schools site. Water/fire blanket/first aid kit kept close to hand. Constant supervision of group (at least two adults with small group). Forest school leaders in charge of matches. 	<p>Any child behaving inappropriately will be asked to leave the fire area.</p> <p>Matches kept with leaders at all times</p>	Low	Yes

Date of assessment: June 2009
 Hazard sheet/assessment ref:

signed:



next assessment due: June 2010

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: SITTING AROUND CAMP FIRE – COOKING ON FIRE – page 1 of 2**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Burning by falling into fire	Burns	Pupils Staff Parents	<ul style="list-style-type: none"> • Safety talk given • Well defined fire area with practiced procedure for entering and leaving it • Keep area clear of obstacles • 'No running' policy in all area of Forest School site • Water/fire blanket/first aid kit kept close at hand • Constant supervision of group with suitable adult pupil ratios 	Any pupil not behaving appropriately will be removed from activities	Low	Yes
Cooking using stick/pop corn cooker	Burns Puncture wounds	Pupils Staff Parents	<ul style="list-style-type: none"> • Safety talk given on not touching hot things, not waving cooking equipment or hot sticks about 	Any pupil not behaving appropriately will be removed from activities	Low	Yes

CENTRE/BASE: BESTWOOD**AREA OF CONCERN/ACTIVITY: SITTING AROUND CAMP FIRE – COOKING ON FIRE – page 2 of 2**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Cooking	Burns	Pupils Staff Parents	<ul style="list-style-type: none"> • Small group working • At least two adults – one to supervise cooking and the fire, the other supervising the wider area • Keep a calm atmosphere at all times • Re-inforce good practice and procedure around the fire area 	Any pupils who can not behave appropriately will be removed from activities for own and others safety	Low	Yes

Date of assessment: June 2009

Hazard sheet/assessment ref:

signed:



next assessment due: June 2010