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| **Forest school risk assessment: Site** | | | | | | | | | |
| Task/ Operation: | | Forest Schools Site and Group Risk Assessment  Longwood Primary School and Little Oaks Preschool  Site A, Site B, Site C, | | | | | | | |
| Group Affected: | | Teachers, TAs, School staff, Forest Schools Leader, adult helpers, pupils, public | | | | | | | |
| Person undertaking assessment | | Mrs P James | | | | | | | |
| Date of assessment: September 2023 | | | Review date: September 2024 | | | | | | |
| **PLEASE NOTE – THIS RISK ASSESSMENT WORKS IN CONJUNCTION WITH LONGWOOD PRIMARY SCHOOL POLICIES AND PROCEDURES. FIRST AID AND EMERGENCY PROCEDURES WILL BE FOLLOWED.** | | | | | | | | | |
| **Hazard** | **Resultant Effects** | | **Before Control**  **L-Likelihood**  **S-Severity**  **RR-risk rating 1-3 L+S = RR** | | | FSL (Forest Schools Leader) TA (teaching assistant) P (adult participant)  Safety Control measures put in place by whom () | **After Control**  **L-Likelihood**  **S-Severity**  **RR-risk rating 1-3 L+S = RR** | | |
|  |  | | **L** | **S** | **RR** |  | **L** | **S** | **RR** |
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| **Access to site** | Weather conditions,  Slips, falls, cuts, grazes, bruises, impact injury head injury | | 2 | 3 | 5 | Participants made aware of where of access routes and site boundaries (FSL, TA)  Participants to adhere to instructions given and remain in group. Behaviour, first aid policies followed. | 1 | 3 | 3 |
| **Boundaries**  **Fencing, steps, walls near, in or around site** | Unstable toppling injuries, crush injuries, scratch, cuts, bruises, splinters. | | 2 | **2** | 4 | Monitored as part of daily site risk assessment, notified to site maintenance of risks (FSL)  Safety talk to participants not to climb or lean on any fencing (FSL, TA)  First aid kit, first aiders and first aid procedures to be followed (FSL, TA) | 1 | 2 | 2 |
| **Approaches from members of public/ staff** | Interference, harassment, abduction | | 1 | **3** | 4 | Supervision ratios maintained (FSL TA)  Emergency police contact details available (FSL, TA)  Boundaries to site well established along with procedure to meet in designated safe space (FSL, TA)  Safety talk to participants in line with procedure for approaches from members of the public as outlined Longwood Primary Policies (FSL) | 1 | 1 | 2 |
| **Contractors on site** | Plant, machinery, vehicle injuries, falling, crushing, injuries | | 2 | **3** | 5 | Head teacher notified when group to be on site and reciprocal sharing if any contractors due in the area.  Part of daily site risk assessment check to see if any contractors on site.  Move Forest Schools area away or cancel session. | **1** | **2** | **3** |
| **Canopy Deadwood overhead / Leaning ‘hung’ dead wood** | Hit in eye, head, crush and impact injuries | | 2 | 3 | 5 | Site checked, and boundaries established that don’t include any of these hazards. (FSL)  Daily site risk assessment to check and move working area, mark out no go areas and/or boundaries accordingly (FSL)  Dangerous trees and/or branches to be reported to Site maintenance and dealt with (removed/felled) FSL report, Site maintenance manage  Do not use site in high winds/Thunderstorms  First aid kit, first aider, first aid and emergency procedure to be followed. (FSL, TA) | 1 | 3 | 4 |
| **Shrubs**  **Deadwood hanging / Deadwood standing**  **Branches at eye level or lower** | Hit in eye, head, crush and impact and impalement injuries, cuts, scratches, trips, falls | | 2 | **3** | 5 | Follow same procedure as above for incidents in the canopy layer.  Remove any dangers and report to Site maintenance.  Instruct participants of the awareness of shrubs and their properties  First aid kit, first aider and first aid procedure available. (FSL, TA) | 1 | 3 | 4 |
| **Field Poisonous plants and/or fungi** | Sickness, rash, allergic reaction, poisoning | | 2 | **3** | 5 | Safety talk to participants about types of plants, fungi and their role in woodlands (FSL)  Site checked as part of daily risk assessment and risky areas marked out and notified (FSL)  Careful selection of materials for activities (FSL, P, TA)  Wash and wipe hands before eating and drinking (P, FSL, TA)  First aid kit, first aider, first aid and emergency procedure to be followed. (FSL, TA) | 1 | 2 | 4 |
| **Field Brambles, stinging nettles, prickly plants, insect bites and stings** | Cuts, grazes, splinters, thorns, rash, allergic reaction, stings | | 3 | **3** | 6 | Safety talk to participants (FSL)  Careful selection of materials for activities (FSL, TA, P)  Avoidance of any particularly bad areas (FSL, TA, P)  If possible keep the main seating area as clear as possible (incorporate in daily site risk assessment) (FSL).  Consent forms to have details of any known allergies (FSL, TA)  Medication specific to pupils available for any specific reactions and conditions – and school medication policy followed (TA, P)  Awareness made of natural remedies to nettle stings etc. (FSL)  First Aid kit, first aider and first aid procedure to be followed. (FSL, TA) | 2 | 3 | 5 |
| **Ground Hidden logs, exposed roots, tree stumps or boulders in the grass/ground flora, uneven ground, slopes. field level vegetation, mud** | Slips, trips, falls, bumps, injury, cuts, graze | | 3 | **2** | 5 | Check as part of daily risk assessment (FSL)  If possible clear major hazards (brambles, logs) to the edge of main seating/clearing area (FSL, TA)  Safety talk and warning to participants to take care (FSL)  First aid kit, first aider and first aid procedure available (FSL, TA)  Major concerns raise with head teacher (FSL) | 1 | 2 | 3 |
| **Broken glass / rubbish / litter** | Trips, cuts, injury, entrapment, disease | | 2 | **2** | 4 | Safety talk to participants (FSL)  Site checked prior to session as part of daily risk assessment (FSL)  Clearing actions or move to another area in line with rubbish and littering procedure outlined in the risk management statement (FSL, TA, P)  Hands washed/wiped prior to eating or drinking. (FSL, TA, P) | 1 | 2 | 2 |
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| **Dog / Animal faeces** | Disease, germs, Toxocariasis (from dog faeces) | | 2 | **3** | 5 | Site checked and visible evidence cleared as part of daily site risk assessment procedure. (FSL)  Procedure for dealing with dog faeces as detailed in the risk management statement followed (FSL, TA, P)  Hand to be washed/wiped prior to eating/drinking (FSL, TA, P)  First aid kit used for rinsing, washing if necessary (FSL, TA) | 1 | 3 | 4 |
| Shelters / fire area / seating created on site | Collapse – crush or squash injuries, trips, falls, breakages | | 3 | 2 | 5 | At start of programme no structures are present on site  Any structures created during the programme to be checked by FSL as part of daily site risk assessment procedure for security, stability and Safety. Any unstable or unsafe structures to be dismantled, repaired / made safe or notified to participants and marked to remind them not to go in, near or on. | 1 | 2 | 3 |
| **Weather conditions** | Hypothermia, hyperthermia, sun burn | | 2 | 3 | 5 | Weather forecasts checked prior to session (FSL, TA)  Weather check and contingency procedure to be followed (FSL, TA)  ‘Strong breeze’ on Beaufort scale or thunderstorm automatic cancellation of woodland based activities  Group able to leave site by walking at any time should weather change. (FSL, TA, P) | 1 | 3 | 4 |
| **Weather conditions continued.** | Hypothermia, hyperthermia, sun burn continued. | |  |  |  | Adequate clothing to be checked prior to session (waterproof, warm, cool clothing, sun hats, sun cream, shelters, hot/cold drinks etc. rest periods as appropriate) (FSL, TA, P)  Some spare clothing available in emergency bag. (FSL)  First aider and first aid kit available and procedure to be followed. (FSL, TA) |  |  |  |
| **Group Site Accidents, injuries and emergencies on site** | Unable to contact emergency services.  First Aid Required  Safety of participants jeopardised | | 2 | 3 | 5 | Supervision ratios maintained (FSL, TA)  Adults aware of nearest A&E and First Aid and Emergency, Accident and Injury Procedures and site access points. (FSL, TA)  Forest Schools Leader hold first aid certificate and other adults have supplementary first aid qualifications. (FSL, TA)  First Aid Kit and Emergency Bag available (FSL)  Head teacher notified emergency procedure followed. (FSL) | 1 | 3 | 3 |
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| **Lost, missing or absconding participant** | Disorientation, abduction, distress | | 2 | 3 | 5 | Supervision ratios established (FSL, TA)  Regular head counts (FSL, TA)  Safety talk given (FSL)  Use well defined path to site (FSL, TA, P)  Site boundary activities regularly reinforced (FSL)  Signal established for group to rejoin in the Safe assembling area in the centre of site. (FSL, TA)  Lost or missing child procedure followed. (FSL, TA) | 1 | 3 | 3 |
| **Supervision of children at Forest Schools** | Inadequate supervision of children, misunderstanding of responsibilities, Safety or Safeguarding of children compromised | | 2 | 3 | 5 | School and parents adequately informed of the Forest Schools programme and consents received (FSL, TA)  Staff CRB checked (TA, FSL)  All supporting staff made aware of all site and supervision procedures and responsibilities and agreed prior to the sessions (FSL)  Pastoral care / child protection issues handled by school staff in line with school child protection policy and Safeguarding procedure (TA)  Session terminated if Safety or supervision ratios compromised (FSL, TA)  Supervision ratios established and maintained (FSL, TA)  School behaviour, discipline and anti-bullying policy followed (FSL, TA, P) | 1 | 3 | 4 |
| **Hygiene issues** | Disease, germs, illness, sickness | | 2 | 2 | 4 | * Toileting procedure for site to be followed and ‘comfort bag’ of equipment available for pupils along with some spare clothing (FSL, TA) * Hands to be wiped and cleaned prior to eating or drinking including antibacterial wipes or wash. (FSL, TA, P) * Food hygiene procedure to be followed prior to any preparation of food or camp fire foods. (FSL, TA, P) | 1 | 2 | 3 |

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| **The woodland site is at:** | Longwood Primary school |
| **Address:** | Alton Ave Mile Oak Tamworth Staffs B78 3NH |
| **Emergency Vehicle Access**: | Through main gates, right to field gate (to be opened by staff)  Directed to Area of site by staff. |
| **Contact Numbers:** | 01827 213970 |
| **Grid reference:** | SK 18551 02300  Longitude: 52.618153  Latitude: -1.7274225 |
| **Nearest A+E** | Good Hope Hospital Birmingham |

**Daily Risk assessment Check**

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| **Date** | **Checked by** | **Action to be reported** | **Action resolved by** | **Signature / notes** |
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