**Risk Assessment Form**

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| **Name:**  | Middle Spernal formal & informal learning provision | **Date of assessment:**  | 14/09/18Revised 12/11/18Reviewed 06/01/2019Reviewed 11/03/2019Reviewed 17/07/2019 | **Review date:**  | 17/01/2020  |
| **Activity being assessed:** | Education activities at HoEF Middle Spernal site | **Assessor(s) name:** | Elaine Skates |

| What are the hazards / tasks / activity? | Who could be harmed and how? | What are the control measures? | Risk Rating | What further measures are required? | Target completion date/ Comments / progress |
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| **General safety in and around site** | Risk to children, school staff, parents, HoEF staff and volunteersRisk of death or serious injury from:Trips and fallsStings and bitesFalling branchesFalling in water - stream, ponds and disused shallow pits Being lost for a prolonged period of time in adverse weather conditions could result in hypo/hyperthermia, heat stroke etc.Risk of ill health from:Consuming poisonous plants/berriesTicks are present on the site, which can cause allergic reactions and Lymes disease if undetected in extreme cases. | * Sites used for education have been audited to identify and remove hazards
* Schools will be emailed a letter to share with parents prior to the visit advising on suitable clothing (including long sleeves and trousers to minimise risks presented by ticks.

All visitors will have safety briefing upon arrival which will cover:* Take care around site – look out for tree roots, animal holes, slippery ground etc
* Children will be made aware of poisonous plants and berries, told not to eat or put plants, fruit and berries in their mouths, and told to wash hands after touching and before eating.
* Areas with water are not accessible during free play & exploration in wildwood/wildwood 2. Children are not to go near water unless supervised by adults
* When exploring wider sites (outside defined education areas) children will be closely supervised by adults.
* To reduce the risk of children becoming lost, the nature of supervision will be decided as part of the planning for each session, taking into account the age and needs of the group, objectives of the visit and the views of the school. Children will be given instructions as part of the safety briefing with regard to where they can go and when/whether they need to be in view of an adult. A whistle will be used to attract the attention of the children and an airhorn will be used if a child does not return when they hear the whistle.
* Appropriate ratios will be agreed as part of the planning of each visit on the Session Learning Plan depending on the age/needs of the children and the nature of the activity
* Visitors advised they must not consume any berries or plants and must wash their hands before meals/snacks
* If exploring the publicly accessible areas of the site children will be advised that if they see a dog they are not to touch it unless the owner says it is OK. If a dog approaches them they must stand still (like a tree) with arms folded
* At least one adult present first aid trained and first aid kit will be fully stocked & checked
* Parents/schools asked to advise of allergies & supply medication (inhalers, allergy medication for hayfever, stings etc.
 | LOW | * If weather conditions change, for example in high winds, fog, lightening, etc. HoEF staff will assess risk and review programme accordingly
 | Review on day of visit upon arrival at site.06.01.2019 |
| **Education activities in mature woodland education areas (Wildwood, Parson’s Spinney)**  | Children, school staff, parents, HoEF staff and volunteersRisk injury from:Manual handling (Den building, lifting logs etcFalling timber (particularly in high winds) | * Children will be closely supervised by adults. Appropriate ratios will be agreed as part of the planning of each visit on the Session Learning Plan depending on the age/needs of the children and the nature of the activity
* Children and adults will work together to minimise risk from manual handling during den building activities
* Mature woodland education areas must be signed off by qualified individual following a quantified tree risk assessment prior to use and at least annually (next due 11th September 2019).
* Quick visual check of area to be undertaken by supervising adult to look for hazards on day of each visit.
* The boundary of the meadow in wildwood has been defined using logs to make the boundary clearer to children.
 | LOW | * In event of strong winds or other adverse weather conditions, HoEF staff will assess risk and review programme accordingly.
* Inspection of trees in Parson’s Spinney in 6 months based on outcome of quantified tree risk assessment on 11.09.2018
* Work required on The Firs, Romell’s Hill requires sign off and Tree Risk Assessment required on Windmill Hill before sites can be used for educational activities.
* Activity risk assessments to be undertaken for any activities with a higher level of risk including use of tools, bushcraft, orienteering, pond dipping etc.
* There is a need to define the boundary of the meadow in wildwood to make the boundary clearer to children. This work will be completed by 06.01.18.
 | Work defining boundary of meadow next to wildwood has been completed.(06.01.2019) Parson’s Spinney reassessed and tree work undertaken(11.03.2019)One area of Windmill Hill signed off as safe and work in progress on 2nd area. Work in progress on The Firs (11.03.2019) |
| **Shelter building**  | Risk to children, school staff, parents and HoEF Staff & volunteersRisk of death or serious injury from:Manual handlingFalling heavy branches | * HoEF staff to advise children to take care & work together when lifting heavy branches
* Adults to closely supervise children
* Adults will ensure structure is stable before children enter shelters
 | LOW | * None
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| **Campfire activities** | Risk to children, school staff, parents and HoEF Staff & volunteersRisk of injury from:Burning : fire, metal implementsRisk of ill health from:Food poisoning | * Children will be closely supervised by at least one first aid trained adult
* Fire pit will be used
* Safety talk before session re fire safety before the activity starts
* Children will be taught how to start a fire safely
* Water will be close by to extinguish fire/treat burns if necessary
* Children will be told to move around outside the ‘fire circle’
* Children will be spoken to about appropriate tools to use when holding food & how to hold them
* When toasting marshmallows children will be invited into the fire circle and told that there must be no more than 4 children inside the circle at any one time.
* When cooking outdoors attention will be paid to food hygiene (hand washing etc) and the activity leader will ensure that the food is thoroughly cooked. Fire gloves will be used by activity leader.
 | LOW/MEDIU |  |  |
| **Soft Archery** | Risk to children, school staff, parents and HoEF Staff & volunteersRisk of injury from:Bruising/eye injury from being hit by arrowsAbrasion from bow string | * Children must be supervised by an adult at all times during the activity
* Safety line put in place, which no person must cross whilst arrows are being shot
* Ensure all participants have finished shooting before arrows are collected
* Standard Letter to parents on appropriate clothing advises that long sleeves are worn in the forest.
* Arrows must always be shot towards the target.
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Signed: Elaine Skates…………………………………………Print Name: Elaine Skates ……………………………………………………

Position: Head of Learning and Skills ……………………………………………….. Date: 14.09.2018. Reviewed on 17.07.19……………………………………………………..