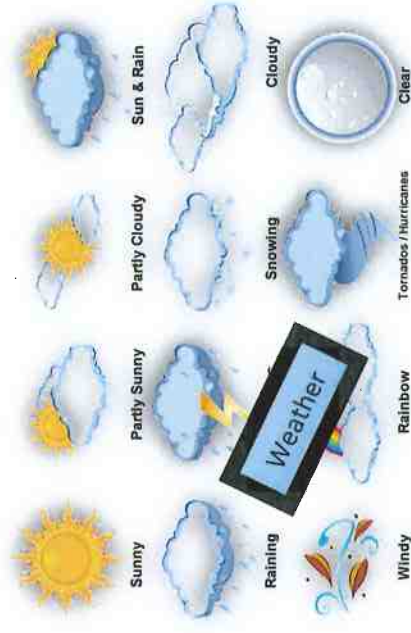
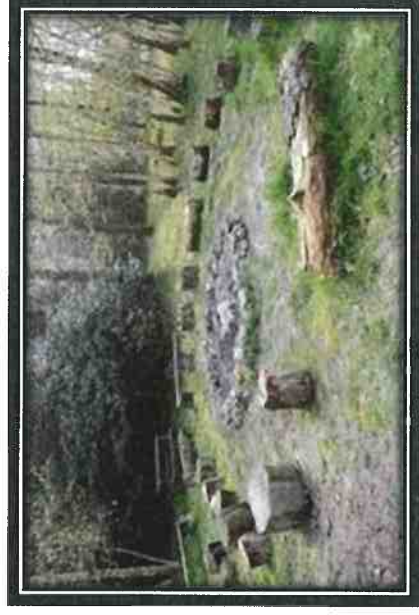


Staff Risk Assessment Manual

2020-2021



The Site



Activities



Tools

Risk Assessment Activities

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage the risk?	Action by whom?	Action by when?	Level of remaining risk
Stick collecting and sorting	A child or adult could be hit with a stick	The children will be taught how to carry sticks around the site.				
Making potions/ yucky sandwiches	A child may consume part of a plant, become very sick or die	There is a strict no eating policy. Children are taught NO PICK, NO LICK Identification guides are used by staff and children. Ratios of staff to children are correct. Children who struggle to obey the rules are identified and 1:1 ratio in place	Emergency procedures are in place. If a child ingests a poisonous plant/fungi. FSL will seek immediate medical help. FSL will collect a sample of the plant/fungi and identify it.	NB	Next session	Low
Using scissors /pegs	A child may nip or cut themselves.	Children will be taught when and how to use scissors. Carry them safely and sit when using them. Minor accident procedures are in place and a qualified first aider always present.				Low
Collecting leaves	A child or adult may be cut by hidden rubbish.	A safety check of the site will be carried out before each session.				Low

Risk Assessment Activities

		Children are required to wear gloves. Minor injury procedure is in place and a qualified first aider present.				
	A child or adult may touch faeces	A safety check of the site is carried out before each session. Disinfectant wipes are available.				Low
Tying/ string	A child could receive a rope burn or trap their finger	Initially an adult will tie knots needed. Children will be taught how to tie simple knots. Minor injury procedure are in place.				Low
Mini beast hunt	Child or adult may be stung or bitten	Identification guides are used by staff and children. Ratios of staff to children are correct. Children who struggle to obey the rules are identified and 1:1 ratio in place Minor injury procedures are in place and a qualified first aider is present at every session. Medical information and consent forms have been filled out.				Low

Risk Assessment Activities

Construction using sticks	Child could be hurt	An antihistamine may be administered. Children are modelled and taught how to transplant logs from one area to another. Smaller thinner branches can be carried up right by their side.				Low
Small den /shelter making	Child could be hurt	Children are modelled and taught how to transplant logs from one area to another. Smaller thinner branches can be carried up right by their side.				Low
Large shelter building	A child or adult may be hurt whilst children transplant larger logs	Children are modelled and taught how to transplant logs from one area to another. Smaller thinner branches can be carried up right by their side. Larger logs can be dragged holding it at the end. Larger logs may need 2 children to transplant, one at each end. Children will be taught to be observant and aware of other children and				Low

Risk Assessment Activities				
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		activities going on around them.				
	The den mat collapse causing serious injury or death.	There will always be an appropriate child adult ratio when involved in den making Children are taught that they must ask an adult to check the solidity of their den before entering.				Low

Risk assessment Fire circle use and cooking on an open fire

What are the Hazards?	Who Might be harmed and how?	What we are already doing	Do we need to do anything else to manage the risk?	Action by whom?	Action by when?	Level of remaining risk
Tripping	Child may fall into the fire and receive serious burns	Area is clear of trip hazards and checked each session. The rules of fire circle are taught and constantly reiterated. Children are seated at the outer circle and invited 1 at a time to move to the inner circle. An adult is present sitting beside the fire at all times from when it is lit until extinguished. The first aider and first aid kit are on site. Water is available to aide any burn victim and also to extinguish the fire.	Any accidents will be logged and risk assessment checked	NB	Next session	Low
Leaning	Child may fall into the fire and receive serious burns.	Children are taught all the rules of fire circle.	Any accidents will be logged and risk assessment checked	NB	Next session	Low

Risk assessment	Fire circle use and cooking on an open fire
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	Sterilizing sticks	Child or adult upset stomach	When asked to enter the fire circle for cooking children are asked the knee on one knee to aide stability (This will be taught and practiced. Children are seated at the outer circle and invited 1 at a time to move to the inner circle. An adult is present sitting beside the fire at all times from when it is lit until extinguished. The first aider and first aid kit are on site. Water is available to aide any burn victim and also to extinguish the fire.	Stomach upsets will be logged and any changes to procedure made.	NB		Next session	Low
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Risk assessment Fire circle use and cooking on an open fire

Marshmallow toasting	Burning mouth. Child or adult	FSL will sterilize the sticks by placing them in the flames before use. Children will be taught that they must wait until the marshmallow has cooled. A slow count to 20. Children will be shown how to remove the marshmallow from their stick(This gives a clear indication of how hot it is) First aider and first aid kit are present at the site.	Any accidents will be logged and changes made to procedure if needed	NB	Next session	Low
Smoke inhalation		The wind direction will be constantly assessed and children advised to move safely out of smoke direction. Dry suitable wood will be used to prevent excess smoke.	FSL to keep a record of wind direction in pre session visit.	NB		Low

Risk assessment Fire circle use and cooking on an open fire

Lighting	Burns to skin or clothes FSL	FSL will follow the guidelines for light a fire. FSL will feed the fire wearing fire resistant gloves. FSL will remain sitting at the fire until it is extinguished.			
Extinguishing	Burns to skin or clothes FSL	When the fire activity is finished the embers will be dampened and cooled with water and spread out with a spade. Fire resistant gloves will be worn by FSL			low
Out of control		Fire pit will be correctly set up following guidelines. Fire area will be away from buildings. The fire will not be under overhanging trees which may catch alight. A good supply of water will be	Weather forecast, wind direction and speed checked before session. If weather changes FSL will extinguish fire.	NB	Low

Risk assessment Fire circle use and cooking on an open fire

Intruders using site	Any surrounding buildings may be in danger.	available to put out flames and dampen heat. A fire blanket will be available to wrap around any person who may be alight. Children would be evacuated following procedure. Fire service would be informed using 999.	NB will check site for any signs of intrusions before each session.	NB	Before session begins	Low
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Risk assessment Fire circle use and cooking on an open fire

Risk assessment Tools

Tool	What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage the risk?	Action by whom?	Action by when?	Level of remaining risk
Potato peeler	Not using properly.	A child using the peeler could cut themselves or others.	Children will be taught to use peeler safely. No glove needed on hand using tool, glove on other hand. First aiders and first aid kit close by. Tools counted in and out each session. 3-1 ratio supervision for early years children when tools are in use Use tools in the designated area. Tools locked away when not in use. Remind all children using tools and those not to always be aware of where they are and who is around them	Reiterate rules Keep a record of any accidents	NB	Next session	Low
loppers	Transport of loppers from the tool tree to working area	Child using loppers and or child/adult nearby could be stabbed or cut.	Children will be taught how to carry loppers. Holding them correctly (so they cannot open) and pointing towards the ground. Children will use the tools within a designated area only.	Reduce groups or reduce range of tools or reduce tool use area.	NB	Next session	Low

Risk assessment Tools

	Not using loppers correctly	Child using loppers incorrectly could cause cut/ amputation of digit, to themselves or others.	Children will be taught to use loppers safely. No glove needed, both hands will be on tool. First aiders and first aid kit close by. Tools counted in and out each session. 3:1 supervision for early years children using the tool Loppers are locked in tool box when not in use. Remind all children using tools and those not to always be aware of where they are and who is around them.	Reiterate rules Keep a record of any accidents	NB	Next session	Low
Secateurs	Transporting tools from tool tree to area the children wish to work.	Child using secateurs and or child/adult nearby could be stabbed or cut.	Children will be taught how to carry secateurs. They should be locked and pointing towards the ground. Children will use the tools within a designated area only.	Reduce groups or reduce range of tools or reduce tool use area.	NB	Next session	Low

Risk assessment Tools

	Not using secateurs correctly	Child using secateurs incorrectly could cause cut/ amputation of digit, to themselves or others.	Children will be taught to use secateurs safely. No glove needed on hand using tool, glove on other hand. First aiders and first aid kit close by. Tools counted in and out each session. 3:1 supervision for early years children using the tool Secateurs are locked in tool box when not in use. Remind all children using tools and those not to always be aware of where they are and who is around them.	Reiterate rules Keep a record of any accidents	NB	Next session	Low
Pen knife	Not using the knife correctly.	Child using the knife could be cut, severe or even amputation. Others could be stabbed or cut.	Children will be taught to use pen knives safely No glove needed on hand using tool, glove on non-knife hand. First aiders and first aid kit close by. Tools counted in and out each session. 3:1 supervision for early year's children. Use in designated area for tools. Keep in cover when not in use. Knives are locked in tool box when not in use. Remind all children using tools and those not, to always be aware of where they are and who is around them.	Reduce groups or reduce range of tools or reduce tool use area.	NB	Next session	Low
	Not transporting knife to area of use correctly	Child with knife or others could be stabbed or cut.	Children will be taught how to carry Knives correctly. The knife will have its cover on when being transported and immediately after use. Children will use the tools within a designated area only.	Reduce groups or reduce range of tools or reduce tool use area.	NB	Next session	Low

Risk assessment Tools

Bow saw	Transporting bow saw to area of use.	Child could cut or injure themselves or others. Serious injury.	Children will be taught how to carry a bow saw correctly. The bow saw will have its cover on when being transported and immediately after use. Children will use the tools within a designated area only.	Reiterate rules Keep a record of any accidents	NB	Next session	Low
	Using the bow saw incorrectly	Child could cut themselves or others severely.	Children will be taught how to use the bow saw correctly. No glove needed on hand using tool, glove on non-sawing hand. First aiders and first aid kit close by. Tools counted in and out each session. 3:1 supervision for early year's children. Remind others in area to stay clear of tools. Remind all children using tools and those not, to always be aware of where they are and who is around them. Keep blade cover on when not in use. All tools are locked in tool box when not in use.	Reduce groups or reduce range of tools or reduce tool use area.	NB	Next session	Low

Weather condition risk assessment

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Level of remaining risk
Heavy rain	Child or adult could become very wet very quickly. Children and adult can become very cold very quickly Children and adult could slip and fall if the ground becomes sodden. Branch fall can increase during heavy rain causing injury to children and adults a large branch could cause death. Light quality can decrease during heavy rain fall causing tripping and falling as visibility is affected.	FSL will check weather report and site pre session. FSL will ensure that all children are dressed appropriately including waterproofs. Sessions may need to be cut short if sudden heavy rain occurs or the ground becomes boggy/slippery or difficult to walk on. Forest School site may not be used in heavy rain dependent on FSL site check.		FSL	Before session	Low
High winds	Branch and tree fall can increase during high winds causing injury or death to child and adult	FSL will check weather report and site pre session Forest School site will not be used in high winds.		FSL	Before session	Low
Extremely Low temperatures	In extreme low temperatures children and adults can become	FSL will check weather report and site pre session FSL to ensure all children		FSL	Before session	Low

Weather condition risk assessment

	very cold very quickly. This can cause hypothermia.	and adults are appropriately dressed for the weather. In cold weather several long sleeved layers are required plus waterproof trousers and coats. Gloves and hats must be worn The session can be cut short depending on how well the children and adults are coping. Forest School site may not be used in extremely low temperatures if on first check FSL deems it appropriate.			
Cold	This can effect children and adults causing discomfort and hypothermia.	All children and adults are required to be appropriately dressed for the weather. In cold weather several long sleeved layers are required plus waterproof trousers and coats. Gloves and hats must be worn. FSL will for shorten the session if the weather becomes too cold.	FSL	Before and During session	Low
Snow	Heavy snow can cause a greater risk Broadleaf trees to drop branches.	FSL will check weather report and site pre session.	FSL	Before the session	Low

Weather condition risk assessment

	These could cause injury or death to children and adults. Heavy snow can collect on evergreen trees and slide off piling up on the ground. The snow could fall on a child or adult causing injury and hypothermia. Snow can cause the ground to become slippery and or sodden which could cause children and adults to slip and fall.	If the snow is light or just lying on the ground the site could be used. FSL to ensure all children and adults are appropriately dressed for the weather. In cold weather several long sleeved layers are required plus waterproof trousers and coats. Gloves and hats must be worn The session can be cut short depending on how well the children and adults are coping. Forest School site will not be used if the snow is too deep or the trees have too much snow collected on them.		FSL	Before session	Low
Ice/hard frost.	Ice and hard frost makes the ground very hard and slippery both child and adult could suffer an injury or death. Ice and hard frost can cause branches to be more likely to fall causing both adults and children injury and death. For ice to be present the temperature is extremely	FSL will check weather report and site pre session. FSL to ensure all children and adults are required to be appropriately dressed for the weather. In cold weather several long sleeved layers are required plus waterproof trousers and coats. Gloves and hats must be worn				

Weather condition risk assessment

	cold which can causing discomfort and hypothermia resulting in death	The session can be cut short depending on how well the children and adults are coping. Forest School site will not be used in extremely icy conditions such as sheet ice.			
Lightening/ electrical storms	A child, adult or tree could be struck by lightning causing injury or death to children and adults.	FSL will follow weather reports prior to forest school sessions. If lightening is forecast FSL will not use forest school site.	FSL	Before session	Low
Sudden lightning storm.	A child, adult or tree could be struck by lightning causing injury or death to children and adults.	FSL will end the session FSL will call the emergency whistle. Children will gather at base camp, head count will be carried out. FSL will lead all adults and children out of the forest and into the KS2 building where they will shelter until the storm has passed. When safe FSL will return to the KS1 building.			
Unexpected weather change					
Sudden temperature change.	Sudden temperature change can cause distress and either heat exhaustion/ hypothermia	FSL to ensure all children and adults are suitably dressed for the time of year. FSL will have spare,	FSL	During session	Low

Weather condition risk assessment

	for both children and adults.	extra clothes in their rucksack. FSL will for shorten the session and return to school if the weather becomes extreme or children and adults are not coping.				
Thunder	Thunder is likely to be followed by lightening.	FSL will end the session. FSL will sound the emergency whistle, headcount will be carried out and FSL will lead the children back to school.	FSL	During session	Low	

Site risk assessment

Forest School Site 1

What are the Hazards?	Who Might be harmed and how?	What we are already doing	Do we need to do anything else to manage the risk?	Action by whom?	Action by when?	Level of remaining risk
Falling in the lake	Children or adults could drown	Water safety procedures are clearly outlined within the hand book. The lake is fenced off and the gate is locked. Children are taught they may only look at the lake, from designated viewpoints. The lake is in view from basecamp Children are not allowed to climb the fence. Ratios of adult to child are appropriate. Children who struggle to obey the rules will be allocated 1:1 support.	A fence should be constructed between forest school site 1 and 2	Caretaker	First session	Medium
Slipping or tripping	Children or adults may be hurt if they slip or trip over stumps, roots or branches	General talk about how to move around forest school. Closed toe shoes/boots are required to take part in forest school				Low
Boundary between site 1 and site 2	A child could become lost and wander off into site 2	The boundary is defined by rope.	A permanent fence could be erected between sites 1 and 2	Caretaker	First session	Medium

Site risk assessment

Stinging Nettles	A child or adult could be stung causing pain and irritation.	Children walk the boundary at the beginning of each session. The nettles have been cut back. Children and adults will be appropriately dressed in long sleeved tops and trousers. Gloves will be worn. Children will be given identification guides and taught to identify nettles to help avoid contact. Our no picking policy is in place.	General foot fall will help to keep these under control. They could be cut back again.	Sixth form students on enrichment and FSL	Monthly	Low
	A child or adult could have a severe allergic reaction	Medical forms for all adults and children are completed. A permission slip for children to be administered piriton has been collected. Ensure piriton is in date and correctly stored. Both forms are reviewed before entering forest school. Forms taken to forest school.	Emergency procedures are in place. If an adult or child has a severe reaction such as severe wheezing, swelling of throat immediate medical help will be sought.	FSL	Every session	Low

Site risk assessment

Poisonous plant/berries/fungi	A child may consume part of a plant and become very sick or die.	There is a strict no eating policy. Children are taught NO PICK, NO LICK Identification guides are used by staff and children. Ratios of staff to children are correct. Children who struggle to obey the rules are identified and 1:1 ratio in place	Emergency procedures are in place. If a child ingests a poisonous plant/fungi. FSL will seek immediate medical help. FSL will collect a sample of the plant/fungi and identify it.		Low
Falling debris/branches	A child or adult could be severely hurt or killed by falling branches.	Pre forest school risk assessment carried out by FSL before every session. Pre forest school weather check has been carried out before each session. FSL has a map identifying every tree on site 1. Broadleaf trees are identified, as these trees have more tendency to loose branches.			Low
Sick or dying trees	A child or adult could be severely hurt or killed by falling trees	A survey carried out in July 2013 identified 2 trees within Site1 in poor health. 35 Acer Platanoides (Norway Maple) 45 Acer Platanoides (Norway Maple)	A current tree survey should be carried out	Wilbytree surgeons limited	Low As soon as possible.

Site risk assessment

		FSL has identified these trees on her site map and they are checked on pre session risk assessment.				
Uneven ground	Child or adult could fall and be hurt.	Dangers are clearly outlined at the beginning of every session Children are taught and modelled how to be observant when moving around site. Children and adults become familiar with the terrain through regular visits.	Keep a log of accidents and review, check for patterns, reassess risk, change procedure and use of areas in necessary.	FSL	Next session	Low
Low branches	Children and adults can be cut, scratched, bang their head, damage their eyes.	Low lying branches have been cut back from the paths During Pre session risk assessment any low branches will be identified and a ribbon will be tied to it to make it more obvious.	Any accidents will be recorded and any patterns noted. If needed the low lying branches will be cut back.	FSL	Next session	Low
Willow Classroom	Children and adults can bang their head entering through the tunnel Willow unravelling and ping-pong, whipping a child or adult.	Children to reminded to crouch when entering and not to stand up until in the centre Willow classroom is regularly maintained	Accidents will be logged, if there is a pattern alternative base camp will be used.	FSL	Next session	Low

Site risk assessment

		Pre session risk assessment carried out. Ribbons placed on any potentially loose weaving. Children reminded not to fiddle with the woven walls.				
Climbing/falling from trees	Children could break a limb or die	Rules for tree climbing are taught to all children. A suitable tree for climbing is identified using ribbon to designate an appropriate height. There must always be 3 point of contact with the tree at all times. Every child is supported when climbing for the first time, they are taught to climb down themselves, being coached if necessary.	A log of accidents will be kept, if there is a pattern or frequency tree climbing may not take place on the site.	NB	Next session	Low
Log/branch carrying/dragging.	Children could trip or fall over a log during transport causing broken limb. Children could hit an adult or child if swinging the log around.	Children are modelled and taught how to transplant logs from one area to another. Smaller thinner branches can be carried up right by their side.				Low

Site risk assessment

Rubbish/vandalism.	Child or adult could be cut, hurt	Larger logs can be dragged holding it at the end. Larger logs may need 2 children to transplant, one at each end. Children will be taught to be observant and aware of other children and activities going on around them.	Pre session check by FSL, any rubbish will be disposed of. Particularly near badger sets (They do tend to drag rubbish around the site) Children are taught what items belong and don't belong in the forest through games, these will be repeated regularly. FSL will place different items in the forest, children are taught if they find one they do not touch but get a leader. The children will be taught that we leave our forest as we found it and removed our rubbish.	If there is evidence of intruders FSL will inform headteacher.	FSL	Next session	Low
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Site risk assessment

Wildlife/ Badger sets	Children and adults could fall in a hole and fall twisting or breaking an ankle Children and adults could disturb the badgers causing distress. Children could walk or sit in badger faeces	The 2 badger sets on Site 1 are identified. Children and adults are taught to identify the sets by the mound of earth and the entry and exit holes. Children are taught not to play on or too near the badger sets. FSL pre session check will include checking the area for badger faeces. Badgers usually have a latrine area. Children have been taught what badger faeces looks like, they are taught not to touch but get a leader. Antibacterial wipes are available if needed.	Areas of site 1 in use can be changed if faeces becomes a problem.	FSL	Next session	Low
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VOLUNTEER MEDICAL INFORMATION

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Name	OFFICE USE ONLY
Date of Birth	DBS _____
Address	List 99 _____
Telephone number	Signed _____
	Date _____
Emergency Contact/Next of Kin Name	
Telephone Number	
Relationship to yourself	
Please detail below any known medical conditions	
Medication	
Any other relevant needs	
I understand that in the event of a minor accident I will be treated by a qualified first aider I understand that in the event of a major accident I may be transported to hospital	
Signed _____ Date _____	

VOLUNTEER MEDICAL INFORMATION

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Name	OFFICE USE ONLY
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