| **RISK ASSESSMENT** | | | | | | | | |
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| Location: | | ***Low Gillerthwaite Field Centre*** | | | Reference Number: | ***RA026.00*** | | |
| Assessment of Process / Risk: | | ***Outdoor education sessions, river dipping and Forest Schools activities*** | | | Assessment / Review Date: | **03/10/2017** | | |
| Maximum Review Period: | **2 Years** | | |
| Assessed By: | | ***Rebecca Neal (WCRT)*** | | | Authorised / Reviewed By: | **Jodie Mills** | | |
| *Any queries arising from this risk assessment shall be addressed immediately with Line Management* | | | | | | | | |
| **HAZARDS** | **THOSE AT RISK** | | **RISK RATING SCORE** | **EXISTING CONTROLS** | | | **FURTHER ACTIONS TO CONTROL** | **RESIDUAL RISK RATING SCORE** |
| *Persons at risk from identified hazards* | | *Use matrix* | *Existing controls & where information can be found* | | | *Additional controls identified to reduce risk to lowest level* | *Use matrix* |
| Vehicles moving/parking (vehicles arriving) | WCRT Staff, School Staff, Other Adults, Young People | | **M** | 1. Maintain very low speed. 2. Park vehicle in safe place. 3. Safe ‘drop off’ point for children agreed with the coach driver if applicable. | | | End activity if any irresponsible or dangerous behaviour | **L** |
| Unloading/loading vehicle and carrying equipment to/from site | WCRT Staff, School Staff, Other Adults, Young People | | **M** | 1. Verbal instructions on how to carry equipment safely given to participants. 2. Only competent children to help carry equipment – accompanying adult to advise. | | | End activity if any irresponsible or dangerous behaviour | **L** |
| Uneven ground - Slips/trips/falls | WCRT Staff, School Staff, Other Adults, Young People | | **M** | 1. Choice of site location assessed before set up. 2. Verbal instructions on walking sensibly around site and sticking to designated areas, potential hazards given etc. 3. Suitable adult to child ratio. 4. Advise participants in wearing appropriate footwear in pre-visit information. | | | End activity if any irresponsible or dangerous behaviour | **L** |
| Foliage e.g. brambles, low branches etc. (eye/facial and other minor injuries) | WCRT Staff, School Staff, Other Adults, Young People | | **M** | 1. Verbal instruction on walking sensibly around site and sticking to designated areas, potential hazards etc. given on arrival to site. | | | End activity if any irresponsible or dangerous behaviour | **L** |
| Working on public/third party site (vehicles, animals, other activities etc) | WCRT Staff, School Staff, Other Adults, Young People | | **M** | 1. Obtain owners approval and ensure presence is known on site. 2. Comply with local site rules. 3. Participants warned not to approach or touch animals (dogs, sheep, cows…) | | | End activity if danger too high from vehicles, animals etc. | **L** |
| Water (Hypothermia/drowning by falling in water) | WCRT Staff, School Staff, Other Adults, Young People | | **H** | 1. Assess river height and general site conditions before and again on arrival to site, and postpone event or relocate if necessary. 2. All participants advised to carry a spare change of clothes and towel in pre-visit information in case of immersion in water. 3. All participants advised to wear appropriate footwear e.g. wellies in pre-visit info. 4. Teacher/parent/guardian to be responsible for any children present. Consider max adult to child ratio of 1:6. 5. Restrict wading to below knee height. 6. Always ensure safe access/egress points are identified. 7. Spare towel, foil blanket carried by WCRT staff. | | | End activity if any irresponsible or dangerous behaviour  Postpone/relocate session if necessary | **M** |
| Hostile situations (abuse, threat or physical injuries caused by verbal or physical attact) | WCRT Staff, School Staff, Other Adults, Young People | | **M** | 1. Suspend activity and withdraw if considered being under threat. | | | Report incident to management | **L** |
| Pathogens in the environment e.g. Leptospiosis, Lyme’s Disease, Faecal Coli or Toxicara canis | WCRT Staff, School Staff, Other Adults, Young People | | **M** | 1. Pre-visit info to include information on these pathogens. 2. Verbal warning/instructions given on good hygiene practices e.g. covering cuts and broken skin with waterproof plasters or surgical gloves, keeping hands out of mouth etc. 3. Antibacterial hand gel provided after activities and children advised to wash hands once back to school/building. | | | End activity if any irresponsible or dangerous behaviour | **L** |
| Weather (Hypothermia, heat exhaustion, sunburn, exposure) | WCRT Staff, School Staff, Other Adults, Young People | | **M** | 1. Assess weather and general site conditions before and again on arrival to site, and postpone event or relocate if necessary. 2. All participants to wear appropriate cold/warm weather clothing e.g. waterproofs, sunhat etc. and sunscreen as advised in pre-visit info. 3. Advise all participants to drink plenty of water on warm days (pre-visit info). 4. Spare towel, foil blanket and WCRT staff to consider carrying flask of hot drink | | | Call off/postpone/relocate event if necessary | **L** |
| Biting/stinging insects and plants (localised reactions or anaphylactic shock) | WCRT Staff, School Staff, Other Adults, Young People | | **H** | 1. Ascertain any allergies prior to the start of activities and identify any further action required. 2. Teacher/parent/guardian to be responsible for overseeing the use of epipens/antihistamines. | | | End activity is danger too great | **M** |
| Working with children | WCRT staff | | **M** | 1. WCRT staff are DBS checked. 2. Staff to not put themselves in compromising situations. | | | End activity if a situation arises | **L** |
| Lack of phone reception for emergency communication | WCRT staff, school staff, other adults, young people | | **M** | 1. Nearest landline at Low Gillerthwaite Field Centre 2. Ensure group are aware of location of public telephone 3. Accompanying adults made aware of isolated nature of the site | | |  | **L** |
| Slip/trip/falls | WCRT staff, school staff, other adults, young people | | **M** | 1. Verbal warning when children running around to watch out for uneven ground | | |  | **L** |
| Lost child | Young people | | **M** | 1. Young people split into 3 groups and assigned an adult 2. 3 groups to stay within shouting distance when working separately 3. Young people warned to stay together | | |  | **L** |
| Using tools: cuts or bruises | WCRT staff, school staff, young people | | **H** | 1. All participants given instructions how to use tools safely including how to carry them and what to do when they have finished using them 2. Adults to demonstrate best practice 3. High ratio of adults to children 4. Consideration given to adults only carrying tools | | | Dynamic assessment of individuals using tools. End activity if young person is not being safe and does not respond to advice. | **M** |
| Tree climbing: falling and accidentally hurting others | WCRT staff, school staff, young people | | **M** | 1. Ensure participants know how to assess risk (test branches, think about how they can get down) 2. Ensure children understand why particular trees were selected to climb so they can choose appropriate trees in the future (not overhanging water, living trees, with different levels) 3. Verbal warning to watch out for others when climbing to avoid hands being trodden on | | | Dynamic risk assessment. End activity if behaviour is unsafe and young person does not respond to advice. | **L** |
| Boggy areas: getting wet and muddy falling over | WCRT staff, school staff, young people | | **M** | 1. Participants warned of possibility of boggy areas and how to recognise them 2. Participants advised to carry long stick when in wet woodland area to test depth and to help avoid getting stuck 3. Participants advised to bring spare clothes and wellies | | | Group not taken into wet woodland area if conditions likely to be not suitable due to prolonged recent rain  Group taken out of boggy area if conditions are found to be not suitable. | **L** |
| Den building: splinters, collapsing shelters and lifting injuries | WCRT staff, school staff, young people | | **M** | 1. Participant offered gloves to avoid splinters when handling wood 2. Participant advised to ask for help to carry heavy branches and shown correct way to pick up and carry heavy things 3. Participants advised to stack loose branches against a solid tree rather than against each other to avoid them collapsing 4. No person to be in the den whilst it is being taken down | | |  | **L** |
| Think biosecurity (the introduction or spread of invasive non-native species, and other harmful organises such as disease, into the wild) | Risk to the Environment | | **M** | 1. Advise participants on check, clean, dry system for their footwear after the river visit. | | |  | **L** |
| Think SLAM (possible additional unforeseen hazards from those identified above) | WCRT staff, School Staff, Other adults, Young People, General Public | |  | 1. Carry out dynamic risk assessment using SLAM:   Stop  Look  Assess  Manage | | |  |  |