

A17 Risk Assessment all educational activities 2019

Activity/ Process/ Operation	What are the Hazards to Health and Safety?	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk?
Safeguarding of children staff and adults	Physical, sexual and verbal abuse	Anyone can be a victim	M	Staff are instructed not to be alone with children, and on appropriate behaviour. Staff trained in awareness of signs of abuse. Green forms and reporting procedure in place.	L	
Pre-visit/ activity organisation	Misunderstanding of the events and activities that have been booked.	Personal safety of children	M	Pre-visit information sent out to all schools and organisations, giving details of ratios and activities. All details of events provided in events booklet.	L	
	Lack of knowledge of site.	Lost children	M	Preliminary visit is offered to all schools so they are able to become familiar with the site. Map of site available	L	
Traffic/car park safety	Arrival of bus children disembarking.	Personal injury to all	H	Schools to report to reception for access. Disembarkation to take place in the safety of a car park. Ranger to meet group Adult marshals when crossing any roads/ car parks	L	
Facilities in use	Not enough toilets/ hand washing facilities for visitors	Poor public hygiene, queues	M	Bring in serviced portaloos with disabled provisions for large events Regular cleaning and maintenance.	L	
	Ratio of adults to children insufficient.	Children not supervised well enough.	M	Staff leading the event must ensure that there are sufficient adults to accompany the children in the park – correct ratios	L	
	Disruptive individual	Injury to themselves	M	Instruction and ratios	L	
Emergency situation	Fire, public disorder, or injury/illness requiring hospital treatment	Public safety caused by incident or as the emergency services enter the site.	M	Sufficient information provided to Police, Fire & Ambulance Service Emergency plan: Evacuation procedure Sufficient fire extinguishers, by type and number First aid provision and phones/radios.	L	

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		Entrance, approach road blocked by cars or visitors.		Entrance and approach roads kept clear of parked cars etc. Staff to meet emergency services		
Outdoor activities	Biological hazards e.g. Weils disease, Tetanus	Risk to health of children and helpers.	L	On site instruction. All children to wash hand after water activity. No eating and drinking during activities.	L	See risk assessment “ working near water”
	Drowning	Visitors especially children	M	On site instruction Supervision Inspection of structures near water.	L	See risk assessment “ working near water”
	Slips, trips and falls, flying objects.	Personal injury, particularly sprains, strains, fractures, cuts and grazes.	M	On site main checks/inspection On site supervision. All group leaders carry a first aid kit (for public – schools expected to bring own first aider) and mobile phone/radio	L	
	Toxicara infection from dog mess.	Possible risk to health of children.	M	Site inspection; on site instruction and supervision. Dog owners code of practice.	L	Continue promotion of dog waste bins at all sites
	Ingestion of poisonous plants	Possible risk to health - people any age	M	Site inspection, instruction and supervision. Also hand washing after all activities. Radio or mobile phone	L	
	Violence/sexual assault	Personal safety, injury or distress	M	Appropriate supervision levels/ratios.	L	
	Needle stick injuries (hypodermic needle)	Infection and personal health.	M	On site inspection. Appropriate supervision levels. Needle collection kit on site.	L	
	Educational equipment	Personal injury. Inhalation of fumes Allergic reactions	M	On site instruction on use of age appropriate equipment. Keep equipment stored tidily when in use and not in use. Continuous guidance and supervision	L	
	Nettle and thistle stings & insect bites	Allergic reaction. Distress. Personal injury.	M	On site inspection, instruction and supervision. Mobile phone or radio and first aid kit. All personal epipens and medication	L	

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				to be carried.		
	Extreme weather	Hyperthermia, sun burn or dehydration.	M	Information to parents/guardians about need for suitable clothing, footwear. Sun cream and insect repellent. Water available	L	
	Animals -dogs	Animals out of control Animals fouling	M	Instruction not to touch / approach dogs	L	
Indoor activities and use of classroom	Cables, tables and chairs causing a trip hazard.	Personal injury	M	Cables not to trail across room; if no alternative, they must be covered with rubber cable protector strips. Chairs stored tidily.	L	
	Fire	May be trapped in building; personal injury.	M	Brief leaders on fire assembly point. Store any flammable substances out of reach of visitors. Two fire extinguishers (foam and water) to be kept in classrooms. Both doors to classrooms to be kept unlocked while visitors are in the classroom.	L	Repeat briefings on fire procedure and assembly point
	Ingestion of cleaning materials	Personal injury if swallowed or fluid gets on skin.	M	All cleaning materials to be locked away (store cupboard). Supervision.	L	
	Electrical sockets could be tampered with.	Electric shock causing personal injury or fatality	M	Supervision.	L	
	Kettle or hot water urn could topple over	Scalding, personal injury	M	Kettles and hot water urn to be stored away from edge. supervision		

Risk Assessment - Warwickshire Country Park education woodland based sessions 2019

Fire lighting and management

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Fire Lighting	Heat, flames and smoke	Burns, catching fire, inhalation to children and adults	H	Leaders competent. Water to extinguish fire. Spade and gauntlets carried. Fire kept small. Fire in designated area.	M	Extra adult required to supervise fire site at all times.
Managing fire with children present	Flames and smoke	Falling in fire, getting too close to fire, burns, clothing catching fire.	H	Fire pit area built to FS recommendations – fire in inner circle, seating circle acts as physical barrier, children to walk around seating circle, instructions given re: behaviour and safety and monitored at all times. Staff to carry mobile phone and water. Weather conditions monitored re adverse weather, eg high winds. Clothing checked – no loose cords/ribbons/hair/flammable materials.	M	Asthmatics to be advised to avoid inhaling smoke.

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Cooking over fire

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Preparing cooking implements	Unsafe tool use by adults	Cuts to user and bystanders	M	Competent adults only to use knife. Safe working distances to be observed. Simple push cut used to strip bark from tip of stick.	L	Monitoring
	Unsafe tool use by children	Cuts to user and bystanders	H	1:1 supervision. Opinel, blunt ended knives only used. Simple push cut use. Instruction given – sitting position, safe distance, handle, blade, position of stick to be cut, cut away from self, handling and storage of knife when not in use.	M	
	Toxicity of wood	Poisoning to person eating food cooked on stick	M	Known non-toxic branches to be harvested – ash, willow, hazel	L	
Cooking foodstuffs	Food that is bad/contaminated	Food poisoning to all taking part	M	Low risk foodstuffs to be cooked – eg bread. Good hygiene rules followed re: storage, surfaces and hands All children to have their hands cleaned	L	
	Proximity to fire	Burns to clothing/person	H	Children instructed how to cook food safely/ demonstration.	L	

				<p>Fire in pit area - has a physical surround and children kneel outside this to cook food.</p> <p>Children can only cook food when instructed by adult in charge of fire. Adult supervision at all times.</p> <p>Fire area walked around not across Loose clothing/hair secured. Means of extinguishing fire - water/blanket available. Gauntlets/gloves for managing fire – only designated adults manage fire.</p>		
Eating foodstuffs	Eating problems	Choking	M	Trained First aiders attending	L	
		Allergy	M	Allergies known to leaders – appropriate action taken	L	
Cooking marshmallows	Heat retention	Burns to mouth / hands	M	Participants to count to 10 before putting food into mouth / touching Drinking water available	L	
Cooking popcorn	Hot equipment	Burnt hands	M	Long wooden handle to be attached to popcorn holder, gloves to be used, Designated adult only	L	

Risk Assessment - Warwickshire Country Park education woodland based sessions 2019 Tool Use

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Use of tools	Tools unsuitable and unsafe for age group	Injury/cuts to children and adults.	M	Children will try tool use on an individual basis. Child/adult ratio of 1:1	L	Monitoring
	Lack of skill		H	Safe instructions to be given. Assessment of child's ability to use tools made by leader. Supervision	L	
	Unsafe tool storage		M	Tools to be used in a designated area. Safe working distances observed. A designated adult responsible for the tool storage	L	
Knife use for peeling bark	Unsafe use	Injury/cuts to children and adults.	H	1:1 supervision. Opinel, blunt ended knives only used. Simple push cut use. Instruction given – sitting position, safe distance, handle, blade, position of stick to be cut, cut away from self, handling and storage of knife when not in use.	M	
Bow saw use	Unsafe use	Injury/cuts to children and adults.	H	1:3 supervision, Instruction given on safe use. Saws kept in designated tool area. Safe carrying – blade parallel to ground. When not in use saws will be put away. Use saw horse if possible. Glove to be placed on hand holding wood. This hand kept well away from saw D shaped saw available for less able children to allow good grip of the saw.	L	
Potato peelers	Lack of skill Sharp blade	Cuts to children and adults	H	Child/adult ratio 1:3 Safety instructions given. Glove on hand not using potato peeler.	L	
Trowel use	Unsafe use	Injury to children and adults Struck by tool Infection/foreign body in eye.	M	Instruction given to children regarding safe distances and areas. Tools are used low down, no throwing soil. Vigilant supervision required.	L	

