




## GENERIC RISK ASSESSMENT: Specific Visit Risk Assessment

 		<b>RISK ASSESSMENT FORM</b> (Focus on the things over which you have control)	<b>Complete the Assessment (Sections In RED)</b>	
		Then 'Save' the document so you can attach to EVOLVE and for future use.		
Educational Visits Support Team / NF		<b>Establishment: St Luke's C of E School</b>		
<b>ACTIVITY:</b> Forest School		<b>Group Leader: Bridie Barnes</b>		
<b>Assessment by:</b>		Position:	Date:	
<b>Approved by:</b>		Position:	Date:	
<b>Target Date for review:</b>				
<b>Significant Hazards and Associated Risks.</b> Those hazards which may result in serious harm or affect several people	<b>Significant information / added information.</b>	<b>Control Measures(CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessment, OEAP National Guidance, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)  <b style="color: red;">Tick those that apply to this visit</b>	<b>Additional CMs required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating (H/M/L)</b>
<b>Inadequate planning, organisation and supervision</b> → accidents/ injuries.	<input type="checkbox"/>	<input type="checkbox"/> Group leaders will have read and will follow the <a href="#">School Visits Policy</a> and LA Offsite Visits Policy and Guidelines (OEAP National Guidance) (see EVOLVE – Resources – Establishment Docs) <input type="checkbox"/> All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities <input type="checkbox"/> All leaders will meet prior to departure to discuss and share risk assessments and implement management plans <input type="checkbox"/> All leaders will be made aware of their roles and responsibilities prior to departure <input type="checkbox"/> Leaders will brief young people regarding hazards and involve them in the risk assessment and management process <input type="checkbox"/> Parents will be informed of arrangements prior to visits and written consent given <input type="checkbox"/> Child to staff ratio will be a minimum of 1 : 8, staff will liaise to ensure all sub-groups and individuals in the FS area are monitored	<input type="checkbox"/>	<input type="checkbox"/>

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<p><b>Exposure to adverse effects of weather</b> → cold injury, heat injury, over exposure to sun etc.</p>	<input type="checkbox"/>	<p>at all times.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff will consider possible weather conditions for each session, plan appropriate programmes, and ensure that young people and parents are aware of appropriate clothing and equipment required (inc. hat, suncream etc.)</li> <li><input type="checkbox"/> Children will not be able to take part in FS session if they could be at risk due to being inadequately dressed for the impending weather conditions.</li> <li><input type="checkbox"/> Staff will plan and make provision for young people who may not bring suitable kit, including arranging check-up before departure and/or bringing spares.</li> <li><input type="checkbox"/> Adequate refreshment will be provided to ensure children are hydrated in hot weather / warmed in cold weather.</li> <li><input type="checkbox"/> Staff will obtain daily weather forecast and adjust plans accordingly.</li> <li><input type="checkbox"/> FS will not continue if the weather is deemed too dangerous, e.g. wind is above 38kph, thunderstorms, extreme cold.</li> <li><input type="checkbox"/> In wet weather a shelter will be built immediately to provide shelter and protection.</li> <li><input type="checkbox"/> Staff will close any FS session underway if the weather conditions change whilst on-site and become too dangerous to continue.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Young person lost or separated from group</b> → trauma / upset / injuries.</p>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Group leader will ensure that supervising staff are competent and understand their roles</li> <li><input type="checkbox"/> Staffing ratios will be within LA and FS guidance.</li> <li><input type="checkbox"/> Children are registered and regular head-counts take place.</li> <li><input type="checkbox"/> Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)</li> <li><input type="checkbox"/> Encourage collective responsibility for safety to encourage good communication.</li> <li><input type="checkbox"/> Regular / identical boundaries are established at the start of each session and shared with children.</li> <li><input type="checkbox"/> If children wish to explore another area, new boundaries are established if possible or further planning should take place for a subsequent session.</li> <li><input type="checkbox"/> Staff will ensure that young people are fully aware of itinerary and supervision/meeting arrangements</li> <li><input type="checkbox"/> Young people will be briefed as what to do if separated from group; leaders will call '123 where are you?' 'Children respond 123 I'm here!'</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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		<input type="checkbox"/> Leader to have up-to-date photographs of all children present to give to emergency services if required. <input type="checkbox"/> Young people will not be left alone, and will be properly supervised after a visit until they have been safely collected or dropped-off <input type="checkbox"/> In the event of a missing child the emergency procedures, as outlined in the missing child policy, will be instigated.		
<b>Emergencies</b> → delayed help/support, deterioration of condition, unexpected events, serious injury	<input type="checkbox"/>	<input type="checkbox"/> The school has an emergency plan for dealing with an incident on an off-site visit and leaders know how to contact sources of help. <input type="checkbox"/> Ensure there are sufficient leaders to deal with an incident and take charge of the rest of the group <input type="checkbox"/> At least one leader will carry a mobile phone and areas with a signal are identified on emergency procedures (with ready charged battery). <input type="checkbox"/> <b>Staff will carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal)</b> <input type="checkbox"/> Leaders and School contact will have immediate access to a copy of Emergency Procedures, including all emergency contact numbers, a list of young people, contact details of parents, group leader and school. <input type="checkbox"/> Leader and Headteacher/Emergency Home Contact will have instructions regarding what to do in an emergency <input type="checkbox"/> Leaders will have an appropriate level of first aid training and at least one leader will have a current first aid qualification <input type="checkbox"/> A complete first aid kit (and travel sickness equipment) will be checked and taken with the group <input type="checkbox"/> The first aid kit will be easily accessed by all leaders – it will be placed in a central, agreed place each week. <input type="checkbox"/> Any personal medication to be kept secure and accessible only to leaders. <input type="checkbox"/> Contact details of parents, group leader, school and, if appropriate, head teacher/school contact's after-hours number will be held by group leader and school contact <input type="checkbox"/> Leaders will brief young people regarding emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>
<b>Activities near / next to water</b> → drowning/hypothermia /	<input type="checkbox"/>	<input type="checkbox"/> Regular boundaries put in place Children aware that they do not approach the water without an adult. <input type="checkbox"/> Only use the water if there is a life saving device at the water's edge. <input type="checkbox"/> Ensure an 8m length of rope is available near-by to aid rescue if	<input type="checkbox"/>	<input type="checkbox"/>

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disease		<p>needed.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create a boundary and brief children on where they can stand at water's edge. Group to stay together at water's edge.</li> <li><input type="checkbox"/> Agree any other safety rules with children before visiting the water.</li> <li><input type="checkbox"/> All accompanying staff are made aware of the particular and higher risks associated with many water based activities.</li> <li><input type="checkbox"/> Activities involving water will be carefully pre-planned, and appropriate risk assessments and control measures put in place.</li> <li><input type="checkbox"/> Children hand sanitiser after to decrease risk of infection from bacteria – e.g. Weil's disease.</li> </ul>		
<b>Special medical, behavioural needs of specific young people</b> → injury / illness	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Up to date information regarding special/medical needs of all group members will be obtained from parent / carer.</li> <li><input type="checkbox"/> Up to date care plans will be obtained from School office.</li> <li><input type="checkbox"/> Advice will be taken from SENCO, doctor, and parents/guardians, if appropriate</li> <li><input type="checkbox"/> Individual risk assessments will be carried out, recorded and shared with all relevant personnel</li> <li><input type="checkbox"/> Additional supervision to be arranged if required.</li> <li><input type="checkbox"/> Young people will have written parental consent and will inform leaders if medication taken or required</li> <li><input type="checkbox"/> Young people (and parents in letter) will be reminded to bring personal medication if required</li> <li><input type="checkbox"/> Visit leader(s) will carry information regarding medical conditions and any relevant medication</li> <li><input type="checkbox"/> Staff will check before departure that young people and/or leaders carry (and store securely) any necessary medication</li> <li><input type="checkbox"/> Staff will be fully briefed regarding those with known special/medical needs, and trained to treat/respond accordingly</li> <li><input type="checkbox"/> The programme/itinerary will be arranged with due regard to the mobility and special needs of all members of the group</li> <li><input type="checkbox"/> Young people will be briefed to eat/drink sensibly and to have sufficient sleep</li> <li><input type="checkbox"/> Particular care will be given to ensure safe access and involvement for all (e.g. for wheelchair users), especially with regard to transport, accommodation and activities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Misbehaviour/ misconduct</b> → accidents/i injuries	<input type="checkbox"/>	<input type="checkbox"/> Staffing supervision will be sufficient, appropriate and conform to LA and FS guidance to manage the group safely <input type="checkbox"/> Young people will be briefed regarding conduct/behaviour required <input type="checkbox"/> Code of Conduct / Behaviour agreed with young people and an agreed understanding of likely consequences if safety is breached. <input type="checkbox"/> Advice will be taken from SENCO and other staff if there are concerns over behaviour <input type="checkbox"/> Individual risk assessments will be carried out if required <input type="checkbox"/> Additional supervision to be arranged if required.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Misconduct / Breach of safety guidelines by staff/ volunteers</b> → accident / injury	<input type="checkbox"/>	<input type="checkbox"/> All staff and volunteers to be given FS handbook to read and sign. <input type="checkbox"/> New staff / volunteers to be given responsibilities only appropriate to their experience and confidence. Use volunteer responsibility checklist to build-up their experience and confidence.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Periods of remote supervision</b> → accident / separation from group  Abduction/ Attack by stranger  Obtaining illegal substances	<input type="checkbox"/>	<input type="checkbox"/> Group members will be assessed as sensible and competent <input type="checkbox"/> Parents/guardians will be informed of arrangements and give written consent <input type="checkbox"/> Individuals for whom indirect supervision is not considered suitable will be more directly supervised. <input type="checkbox"/> Group members will be briefed regarding conduct/behaviour required <input type="checkbox"/> Group members will be briefed regarding response if approached inappropriately by a stranger <input type="checkbox"/> Young people will remain in groups or buddy systems at all times, including visits to toilets <input type="checkbox"/> Young people will be briefed what to do and how to contact staff if required in an emergency <input type="checkbox"/> Young people will be briefed regarding procedure if lost/separated <input type="checkbox"/> Young people will have ID cards with contact details of accommodation, school and leader mobile number <input type="checkbox"/> All leaders and young people will be briefed clearly regarding rendezvous times and places <input type="checkbox"/> Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Allergic reactions, Poisons, stings, bites</b> → trauma / illness	<input type="checkbox"/>	<input type="checkbox"/> Staff will be briefed regarding group members with known allergies, and will be trained to treat accordingly <input type="checkbox"/> Staff will check that young people and/or leaders carry any necessary medication <input type="checkbox"/> Known high risk situations will be avoided, and appropriate avoidance action taken if necessary	<input type="checkbox"/>	<input type="checkbox"/>
<b>Animals, insects, poisonous plants etc</b> → stings/ bites / illness / allergic reactions	<input type="checkbox"/>	<input type="checkbox"/> Brief children on the written procedures if dogs enter the FS site. <input type="checkbox"/> Bee stings, wasp stings, nettle stings to be treated naturally: with cold compress. <input type="checkbox"/> Identify and record any poisonous / hazardous plants within the FS site during each season, bring to children's attention to avoid these areas when necessary. <input type="checkbox"/> Brief children not to ingest ANY plant material unless supervised and instructed to do so. Only to pick and eat blackberries. <input type="checkbox"/> Take necessary avoidance action if encountered <input type="checkbox"/> Ensure medication is stored for those with known allergies.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confrontation with a member of public</b> → emotional impact	19 <sup>th</sup> Dec 2016. FS assistant (Jayne Hens) confronted by member of public in Birchwoods who made threatening comments regarding our children (see files for more).	<input type="checkbox"/> Young people will remain in pairs, groups, buddy systems or under supervision at all times, including visits to toilets. <input type="checkbox"/> Children are briefed on procedures if approached by a member of the public. <input type="checkbox"/> Leaders, if necessary to have a leaflet to explain FS, the ethos and where to direct any queries/complaints. <input type="checkbox"/> Record the facts and pass any information regarding altercations with the public to the Head Teacher who will then choose the appropriate action to take. <input type="checkbox"/> FS leader to take over any confrontations and suggest meeting at school to discuss any concerns at another time.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electric Fence</b> → injury / burn	<input type="checkbox"/>	<input type="checkbox"/> Ensure the main FS site is away from the area with the electric fence. <input type="checkbox"/> Establish routine boundaries so children become familiar with acceptable areas to explore. <input type="checkbox"/> Establish an environment of collective responsibility to ensure all children are contributing to keep boundaries for the group.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Use</b> → burns	<input type="checkbox"/>	<input type="checkbox"/> Ensure careful introduction and training of children before introducing fire lighting / use. <input type="checkbox"/> Establish ground rules for fire lighting: permission, supervision,	<input type="checkbox"/>	<input type="checkbox"/>

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		<p>adequate source of water, heat-proof gloves, fire blanket, burns kit and damp towel are all available, hair tied back scarves removed, tassels/toggles tucked away, sleeves up.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish ground rules for fire use: sitting only in the fire circle, always walk around the fire circle – not across it.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/> Ensure the fire is lit in an area clear of low branches – the canopy / shelter must be a minimum of 8 metres away from the highest flame.</li> <li><input type="checkbox"/> Educate the children on fire management: keeping flames between 12 to 18 inches, ensure fire is contained in a marked area, how to safely start building the fire in a pyramid style to ensure stability, how to add fuel safely (by holding the end nearest to the child, placing the further end towards the centre of the fire and carefully placing their end at the edge of the fire). Ensure fuel is never thrown onto a fire.</li> <li><input type="checkbox"/> All fires are fully extinguished by dousing with water and checking for hot spots.</li> <li><input type="checkbox"/> All traces of the fire are removed at the end of a session as agreed with the land owner.</li> </ul>		
<b>Fire cooking</b> → burns, food poisoning	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All hands washed with soap / antibacterial gel before food preparation/ cooking.</li> <li><input type="checkbox"/> Ensure safe preparation and storage of food is undertaken.</li> <li><input type="checkbox"/> Children must wear protective gloves when cooking on the fire.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tool use</b> → injury	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> FS Leader will check and ensure all tools are fit for use before each session.</li> <li><input type="checkbox"/> Tools are stored and transported in suitable containers.</li> <li><input type="checkbox"/> All knives are in a lockable container.</li> <li><input type="checkbox"/> Correct use of each tool to be demonstrated to and practised by the children before use.</li> <li><input type="checkbox"/> Constant supervision for all tool use using ratios as recommended in the Tools Guidance Policy.</li> <li><input type="checkbox"/> All tools to be used in a designated zone – sitting on a stable log or kneeling on the floor.</li> <li><input type="checkbox"/> Children will be trained to keep their forearms on knees, hands and tools working away from their body / legs.</li> <li><input type="checkbox"/> Protective gloves must be worn on the non-working hand at all times when cutting / carving. No gloves for loppers, secateurs,</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



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		<p>hatchet and saw.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All tools carried and passed by the handle.</li> <li><input type="checkbox"/> All tools closed/ sheathed immediately after use.</li> <li><input type="checkbox"/> All tools counted out and in.</li> <li><input type="checkbox"/> Tools kept in designated safe area and put away immediately after use.</li> <li><input type="checkbox"/></li> </ul>		
<b>Dogs</b> → injury	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief children on how to react when a dog comes close to the group: arms folded, stand quietly, stay still, no eye contact. Check understanding with questioning.</li> <li><input type="checkbox"/> FS leader to approach the owner and ask them to remove the dog/ leash the dog ASAP until they are out of sight of the group.</li> <li><input type="checkbox"/></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ticks</b> → injury	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Remove the tick by gently gripping as close to the skin as possible using tweezers. Pull steadily away from the skin without twisting or crushing. Wash skin after with soap and apply antiseptic cream. (As accessed on the NHS website.)</li> <li><input type="checkbox"/> Monitor for the symptoms of Lyme disease: circular rash (like a dart board) could appear 3-30 days after being bitten. Possible flu-like symptoms</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tree climbing/rope activities/ shelter building</b> → injury / burns / pinches / sprains / bruising	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief children on the dangers with ropes like pinches and burns. Ensure they are aware not to let rope slip through their fingers. Monitor children at all times and show them how to handle/move ropes/tie knots.</li> <li><input type="checkbox"/> Ensure children discuss the boundaries of climbing/rope swings first with the adult supervising and that all are agreed/aware. Ensure the children consider: only climbing to hand height of the adult reaching up, only climb on visually strong branches that have been checked by the adult for strength and no rot.</li> <li><input type="checkbox"/> Involve children in checking for eye -level branches at all ties while climbing.</li> <li><input type="checkbox"/> Monitor at all times and stop tree climbing if unsafe.</li> <li><input type="checkbox"/> Brief children and model how to safely use a mallet to bang in pegs. Ensure only one child is using the peg and mallet at a time.</li> <li><input type="checkbox"/> Monitor for incorrect use and modify immediately.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mud play / exploration</b> → illness, injury, cuts	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief children before mud handling on the following: do not touch mouth/face while handling mud. Do not put the mud in their mouth. Do not put fingers near eyes/ears/face.</li> <li><input type="checkbox"/> Check and remove any sharp objects before use.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



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		<input type="checkbox"/> Use antibacterial soap and water after mud play. <input type="checkbox"/> Monitor and observe ready to give reminders if necessary.		
<b>REVIEWS:</b>				
<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>	<b>COMMENTS:</b>		
<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>	<b>COMMENTS:</b>		
<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>	<b>COMMENTS:</b>		

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Staff name (continue list overleaf if required)	Job title	Sept 2015 – 16 (Initials/date)	Sept 2016 – 17 (Initials/date)	Sept 2017 – 18 (Initials/date)	Sept 2018 – 19 (Initials/date)	Sept 2019 – 20 (Initials/date)
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### **Generic Risk Assessments**

- **Purpose** - to encourage staff to identify likely hazards, agree good practice, and apply consistent standards. Follow suggested procedure below (or similar):
- **Select and print off** - all relevant and helpful forms (according to the type of visits and activities normally organised during the year) – others (e.g. that apply to one-off visits) can be added later if required.
- **How many?** - one set of forms for small staff teams - or one set per department for large staff teams.
- **Complete draft forms** - initially by one or two staff with appropriate experience;
- **Staff meeting 1** - introduce and leave draft forms in a file for all relevant staff (i.e. those who organise or help lead such visits) to inspect and consider over a short period (e.g. a week).
- **Staff meeting 2** – discuss, amend, and agree main hazards and standard practice with all relevant staff (add names and initials in table below to indicate acceptance).
- **Staff members who cannot agree** with the general consensus should complete their own risk assessment, but this must be agreed and approved by the Headteacher/Manager.
- **Check and approve** - by line manager/head of dept and/or visits coordinator (add approval signatures in table below).
- **Store** - in a marked file in a clearly known and accessible place (e.g. staff room or dept office).
- **How often?** - forms that apply to all visits (e.g. “All Educational Visits”) or to regular/frequent visits (e.g. “Visits to Museums” ) should be completed once, then reviewed, amended, signed and dated annually.
- **Additional forms** – that apply to occasional/one-off visits (e.g. “Overseas Visits”) can be completed when required – these should be reviewed, amended, signed and dated whenever such visits are planned.
- **Keep familiar**- with the agreed practice, and refer to forms as a reminder before visits if necessary (especially for activities that are less frequent or familiar to staff).
- **New leaders and volunteers** – should be asked to read all relevant forms and add their signed agreement before assisting with the organisation or leadership of a visit.
- **Review and amend** – by all relevant staff annually (or more often if necessary), and immediately if new hazards are identified or new precautions deemed necessary.
- **Stop** - this type of visit/activity if the level of risk is considered unmanageable and unacceptable.
- **Flexibility** – may be acceptable on occasion, if staff can reasonably justify their actions.
- **Specific Visit Risk Assessment** - is also required for each visit to address any extra issues relevant to the specific site/group/activities involved

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## References

**5 steps to risk assessment – Health and Safety Executive 2011**

The OEAP (Outdoor Education Advisers' Panel) National Risk Assessment guidance <http://oeapng.info/>