

Gillamoor C of E Primary School - Forest school activities risk assessment

Assessment conducted by: Mrs Teasdale	Job title: EYFS/KS1 teacher	Covered by this assessment: Forest School Activity
Date of assessment: 6 th November 2020	Review interval: Every half term	Date of next review: 6 th January

Related documents

Health and Safety Policy, First Aid Policy, Adverse Weather Policy, Child Protection and Safeguarding Policy, Educational Visits and School Trips Policy, Behavioural Policy, Fire Safety Policy, Fire Safety Risk Assessment, Allergen and Anaphylaxis Policy, Special Educational Needs and Disabilities (SEND) Policy, Equality Information and Objectives Policy, Equal Opportunities Policy: Pupils.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

This risk assessment has been created to help cover many of the potential risks associated with forest school activities; however, we understand that every school and their chosen location is different. We recommend that you undertake any additional risk assessments that are specific to your school's chosen location in conjunction with this risk assessment.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	<u>H</u>	<ul style="list-style-type: none"> • Staff, volunteers and parents are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Child Protection and Safeguarding Policy</u> - <u>Equal Opportunities Policy</u> - <u>Behaviour Policy</u> - <u>Educational Visits and School Trips Policy</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety at Work etc. Act 1974 - Equality Act 2010 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - DfE (2020) 'Keeping children safe in education' • The School Business Manager ensures the school's insurance covers the planned activity. • The headteacher contacts a play inspector to certify that the location is safe to use, where necessary. • Parents are informed about any upcoming activities and any clothing or equipment required from home. 	<u>Y</u>	<u>Headteacher- Mrs Hayes</u>	<u>06.11.20</u>	<u>M</u>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Transport, arrival and departure	L	<ul style="list-style-type: none"> Transport is arranged in line with the <u>Educational Visits and School Trips Policy</u>, where it is required. Adults transporting children must have appropriate insurance to do so and school needs to ensure documents are in place. A register is taken when the class arrives at and leaves the location. Pupils are informed what time the lesson ends and where the agreed meeting point is. The class does not leave the location until all pupils are accounted for. 	Yes	Mrs Hayes-Headteacher.	6.11.20	L
Adequate supervision	M	<ul style="list-style-type: none"> Adequate numbers of staff and volunteers are available to fulfil a <u>1:8</u> ratio at all times when supervising pupils. Staff and volunteers are adequately trained to assist pupils undertaking the activity. Pupils are taught how to safely use any tools that are required for the activity. Staff and volunteers are informed about any hazards present at the location and adhere to any mitigating measures during supervision. Regular head counts are conducted during the activity to ensure no pupils go missing. 	Yes	Mrs Hayes-Headteacher	6.11.20	L
Safeguarding pupils	L	<ul style="list-style-type: none"> Only volunteers who have had an enhanced DBS check may supervise pupils alone. Volunteers who have not had an enhanced DBS check are supervised by a member of staff at all times. A plan is in place to ensure pupils' exposure to members of the public at the location is minimised as much as possible, e.g. the location's boundaries are clearly marked. Pupils are informed to stay close to the group and to avoid engaging with members of the public during the activity. 	Yes	Mrs Hayes-Headteacher	6.11.20	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Locational hazards	M	<ul style="list-style-type: none"> Any risk assessments specific to the type of location are undertaken in conjunction with this risk assessment. The headteacher liaises with the location's landowner, e.g. the LA, or site manager to ascertain whether the location is safe to visit and whether there are any precautions staff and pupils should be made aware of. The location is surveyed by the landowner or site manager prior to the activity taking place so that any avoidable risks can be mitigated or removed, e.g. fallen trees and low-hanging branches. The location is surveyed by the landowner or site manager for any areas that may pose a risk but cannot be removed, e.g. flash floods and mud slides – these areas are clearly marked and are avoided during the visit. The headteacher liaises with the landowner or site manager about whether there are any construction sites, pest control measures, traps or electric fencing, etc., present that must be avoided. Staff, volunteers and pupils are made aware of any locational hazards they must avoid. The visit does not take place if there are unmitigated or unavoidable high risks to people's safety, e.g. flooding. Pupils are made aware of how far they may walk or explore and where the boundaries are. Pupils are instructed not to climb where there is a risk they may fall from height, e.g. trees. Activities take place during daylight and at a suitable time, e.g. low tide if the location is at a beach. The location is kept clear and tidy, and any dangerous waste, e.g. broken glass, is cleared prior to the visit – this is undertaken by the location's landowner or site manager. 	Yes	Mrs Hayes-Headteacher	6.11.20 but children to be reminded of these each session	M

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		<ul style="list-style-type: none"> Pupils dispose of any litter in a suitable bin or refuse bag, or keep hold of it until it can be disposed of properly. Pupils are informed not to touch any animal droppings. 				
Wildlife hazards	M	<ul style="list-style-type: none"> Staff, volunteers and pupils are made aware of any potential risks from local wildlife and warned what to look for and how avoid them, e.g. stinging nettles. Pupils do not touch, move or pick up any plants or wildlife unless instructed to do so. Pupils do not take any plants or wildlife back with them. Pupils are aware they must not intentionally disrupt or harm any wildlife. Intentional harm or disruption to wildlife is managed in line with the <u>Behaviour Policy</u>. Pupils are aware they must not consume anything found growing on the location, e.g. berries and fungi. Foods grown in vegetable patches and/or allotments are quality-checked by a teacher before they are consumed or taken home. 	Yes	Mrs Hayes-Headteacher	6.11.20	M
Adverse weather	L	<ul style="list-style-type: none"> Outdoor activities are conducted in line with the <u>Adverse Weather Policy</u>. Activities take place in daylight, with good visibility. Sunscreen of SPF 50 and above is worn where necessary. Activities do not take place in extreme weather and/or if conditions underfoot are unsafe, e.g. ice. Muddy areas are avoided, where possible – where this is not possible, extra care is taken to avoid slipping in the mud. 	Yes	Mrs Hayes-Headteacher	6.11.20	L
Clothing	L	<ul style="list-style-type: none"> Appropriate clothing is worn that is suited to the weather conditions, e.g. wearing waterproof clothing in the rain. Suitable and comfortable footwear is worn during activities. Where a pupil's clothing is not suitable for the activity or location and appropriate clothing cannot be provided either by the school or the 	Yes	Mrs Hayes-Headteacher	6.11.20	L

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		parent, the pupil does not take part in the activity – alternative arrangements are put in place.				
Pupils' behaviour	L	<ul style="list-style-type: none"> Pupils are informed before the lesson what the expectations are of their behaviour. Poor behaviour is managed in line with the Behaviour Policy. Pupils who display persistent poor behaviour and/or put other pupils at risk of harm during the activity do not participate in the rest of the lesson – these pupils are escorted away and are supervised, as necessary. Pupils who display persistent poor behaviour may be excluded from future activities. 	Yes	Mrs Hayes-Headteacher		L
Inclusivity and pupils with SEND	M	<ul style="list-style-type: none"> Where necessary, the headteacher liaises with the SENCO and the parents of any pupils with SEND to assess whether there are any additional individual needs that must be considered prior to the activity. Pupils with mobility disabilities are risk assessed separately to ensure the activity and the location is suitable for them. The headteacher liaises with the location's landowner or site manager to determine whether any accessibility means are available or required, e.g. accessibility ramps. The Equal Opportunities Policy: Pupils is given due regard for all activities, and activities are planned to be as inclusive as possible. Where an activity is not safe for a pupil with SEND to take part in, alternative arrangements are made. Suitable supervision during activities is provided for pupils with SEND who require it. 		Mrs Hayes-Headteacher		M
Fire	M	<ul style="list-style-type: none"> Any lessons that involve fire or lighting fires for survival are conducted in line with the Fire Safety Policy. A suitable fire safety risk assessment is undertaken separately. 	Yes	Mrs Hayes-Headteacher		M

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		<ul style="list-style-type: none"> • A suitably trained member of staff who is equipped to manage fire safety is on site at all times when fire is being taught about or is present. • A suitable method of extinguishing fires is kept nearby when fires are lit, e.g. sand bucket. • Food cooked on a campfire or gas burner is quality checked by a member of staff before consumption, who also ensures it is cool enough for pupils to eat. 				
Accidents, allergies and emergencies	M	<ul style="list-style-type: none"> • At least one trained first-aider is present during the activity. • Staff, volunteers and pupils are aware of the name of the trainer first aider(s). • A first aid kit is available during the activity and is adequately stocked. • Staff are aware of any allergies pupils may have, e.g. bee sting allergies, and ensure an adrenaline auto-injector (AAI) and other suitable medication are carried as part of the first aid kit. • A plan is in place to manage emergency situations, e.g. there is an agreed meeting point, and a register is taken. A 'What3words' grid reference will be with staff to take to the area. <p style="text-align: center;">giggled.pairings.completed</p> <ul style="list-style-type: none"> • Staff are aware of how to contact the location's landowner or site manager in case of an emergency and are provided with any vital contact numbers. • Staff understand that they must call 999 if their or another person's life is at risk. 	Yes	Mrs Hayes-Headteacher		M