

CHILDREN'S SERVICES DIRECTORATE

General Risk Assessment

Assessment Ref (Generic): Harrow Forest School at All Saints Church

Risk Ranking: Likelihood x Severity = Risk (High, Medium, Low)

Likelihood	Severity		
	Low	Medium	High
Low	Low	Low	Medium
Medium	Low	Medium	Medium
High	Medium	Medium	High

Area specific: Harrow Forest School at All Saints Church						Carried out by: Jan Boresta Forest School Leader		
Department/Section: CHILDREN'S SERVICES – Enhancing Achievement Service						Assessment Date: January 2013		
Task/ Activity Area	Hazard	Who's at Risk	Controls in Place	Ri sk	Further Controls Needed <u>Always</u> if Risk is Medium or High	Resi dual Risk	Who to Action	Completion Date
All Saints Church Forest School – General Group	Low Branches – minor injury (scratches, stings)	ALL	Brief children and staff/helpers on avoiding low branches on pathways.	L	Pathways checked prior to lessons/ activities and children/staff/helpers arrival at forest school.	L	FSL (Forest School Leader)	On-going

	Brambles - minor injury (scratches, stings)	ALL	Ensure appropriate clothing and footwear is worn at all times by forest school attendees.	L	Pathways checked prior to lessons/ activities and children/staff/helpers arrival at forest school.	L	FSL (Forest School Leader)	On-going
	Berries - poisoning	ALL	Nil by mouth policy in place. Hand washing policy in place.	L	All adults assisting to ensure policy is adhered too by the children attending the forest school. Children closely monitored by adults at all times.	L	FSL (Forest School Leader)	On-going
All Saints Church Forest School – General Group <i>Continued...</i>	Stings and Bites – allergic reaction	ALL	Ensure appropriate clothing and footwear is worn by attendees at all times. Staff/helpers to be aware of possible dangers.	L	First Aider at all activities throughout forest school sessions.	L	FSL (Forest School Leader)	On-going

Falling Deadwood – minor to serious injury	ALL	Pre-activity visit by forest school leader and staff/helpers to identify areas to avoid.	L	Identified areas cordoned off from forest school activity sessions.	L	FSL (Forest School Leader)	On-going
Litter – minor injury	ALL	Children briefed on correct places to put litter and other general waste whilst at the forest school.	L	Removal of litter and other hazards prior to forest school session starting.	L	FSL (Forest School Leader)	On-going
Rabbit / Mole Holes – trips and falls, minor injury	ALL	Brief children on moving around forest area safely, ensure appropriate clothing and footwear is worn.	L	Pathways checked prior to all lessons/ activities and children and staff/helpers arrival at forest school.	L	FSL (Forest School Leader)	On-going

	Uneven Pathways/Floor Surfaces – trips and falls	ALL	Ensure correct footwear and clothing is worn at all times by all attendees.	L	Pathways/floor surfaces checked prior to lessons and children and staff/helpers arrival at forest school for any debris or newly growing brambles.	L	FSL (Forest School Leader)	On-going
	Animal faeces – minor illness	ALL	Brief children on moving around forest area, ensure appropriate footwear and clothing is worn.	L	Pre-activity checks prior to lessons and children and staff/helpers arrival at forest school. Removal of faeces using gloves, bags and sanitizers.	L	FSL (Forest School Leader)	On-going
All Saints Church Forest School – General Group <i>Continued...</i>	Strangers – abduction, lost child	ALL	Brief children on actions to take when and if encountering strangers at the forest school. Clear boundaries set for all activities with appropriate close supervision.	L	CRB checks for all adult staff and helpers. Clear defined boundaries for all in attendance. High adult ratio at all times. No child left alone throughout school activities/sessions.	L	FSL (Forest School Leader)	On-going

	Weather – too hot (sunburn, heat exhaustion), too cold (hyperthermia), too wet (hypothermia), too windy (falling branches, debris in eyes)	ALL	Brief children, staff/helpers on appropriate clothing, footwear, suitable creams dependent upon weather conditions.	L	Weather checks prior to forest school session. Cancel session if weather conditions severe.	L	FSL (Forest School Leader)	On-going
Fire and Cooking	Starting the fire – burns and scalds	ALL	Brief children on the dangers and correct methods for igniting. Safety cordon in place around fire.	L	Adult supervision (fire marshal trained) for all fire lighting exercises. Correct fire lighting methods enforced at each session. Set safety cordon area in place.	L	FSL (Forest School Leader)	On-going
	Whilst fire alight – slips, trips, falls	ALL	Brief children, staff/helpers on safe standing/sitting/moving around distance from fire.	L	Forest school leader or representative to construct fire pit and cordon off safe area for children. Group shown safe area for standing, sitting and general movement distance from fire prior to ignition.	L	FSL (Forest School Leader)	On-going

	Fire spreading – burns, scalds, forest fire	ALL	Brief children, staff/helpers on safe standing/sitting/moving around distance from fire	L	Placement of fire and soil type taken into consideration by forest school leader. Fire water buckets to be full of water and kept by fire at all times. Fire to be fully extinguished prior to leaving area.	L	FSL (Forest School Leader)	On-going
Fire and Cooking <i>Continued...</i>	Hot equipment/utensils and hot water – burns and scalds	ALL	Brief children, staff/helpers on safe methods for handling and transporting all hot items.	L	Implements/Utensils provided for use of the removal of hot items from the fire. Forest school leader or representative to demonstrate safe practices.	L	FSL (Forest School Leader)	On-going
	Toxic fumes and explosions – burns, scalds, minor injuries/illness	ALL	Brief children, staff/helpers on safe practices – no unnatural items to be placed on or into the fire at any time.	L	No unnatural items to be placed on or into the fire. Forest school leader to advise on the environmental impact of burning unsuitable items – e.g.: burning plastics, etc.	L	FSL (Forest School Leader)	On-going

C o l l e c t i n g Natural Materials	Lifting materials – muscle strain	ALL	Children, staff/helpers to be briefed on correct manual handling (bending knees and not stooping when lifting items – all activities). Children, staff/helpers encouraged to seek immediate assistance as and when required.	L	Correct lifting/picking up items procedure demonstrated by forest school leader. All encouraged to ask for assistance when carrying out activities. All adults to demonstrate and use at all times correct manual handling technique.	L	FSL (Forest School Leader)	On-going
	Fungi / toxic plants – poisoning, minor illness	ALL	Nil by mouth policy in place. Hand washing policy in place.	L	All adults assisting to ensure policy is adhered too by the children attending the forest school. Children monitored closely by adult staff.	L	FSL (Forest School Leader)	On-going
C o l l e c t i n g Natural Materials <i>Continued...</i>	Insect and Plants – stings, anaphylactic shock, minor illness	ALL	Children, staff/helpers briefed on correct handling of materials and what to do and not to do should an item be considered a possible danger.	L	All adults made aware of possible allergies and trained in the use of epi-pens. All adults advised of areas to avoid on activities by forest school leader. First Aider present throughout activities/sessions.	L	FSL (Forest School Leader)	On-going

	Carrying Sticks and Branches - scratches	ALL	Children, staff/helpers briefed on correct handling of materials and what to do and not to do should an item be considered a possible danger.	L	All adults to vigilant and alert whilst monitoring activities. All adults to be aware of safe practices for handling materials used. First Aider present throughout activities/sessions.	L	FSL (Forest School Leader)	On-going
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Signature of Manager: _____

Print name: Jan Boresta – Harrow Forest School Leader

Section / Service / Directorate: Education Strategy and School Organisation / Enhancing Achievement Service / Children’s Services