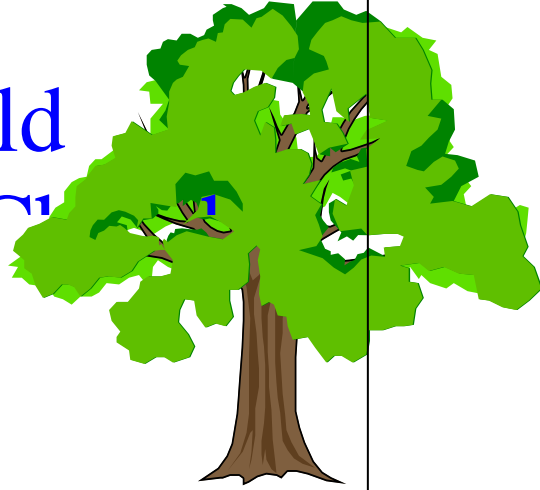


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FOREST SCHOOL



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What is Forest Schools?

'Forest School is an inspirational process that offers ALL learners regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in a woodland or natural environment with trees.'

(Forest School Association)

Forest School is a unique method of Outdoor Education that allows children to develop confidence, independence, self-esteem and awareness and knowledge of the natural environment. This is achieved by setting small achievable tasks. It is a child centred and child led programme that provides the opportunity for the children to use their personal learning style to complete their chosen tasks.

Forest School is a long term process of frequent and regular sessions and aims for children to visit in blocks of six to eight weeks each season. Our sessions will take place in the woodland area at the bottom of our playing fields where we can offer experiences and let the children explore and learn from the world around them in a safe area. We aim to promote the holistic development in all of those involved, fostering resilient, confident, independent and creative learners. We will offer the children the opportunity to take supported risks appropriate to the environment and themselves.

It will be managed by a qualified Forest School Practitioner; Katie Keast is currently training for the Level 3 Award, Forest School Leader.

Behaviour Policy

Everyone, including staff, volunteers and participants, have a responsibility to protect their own and other group members' health, safety and well-being. They should inform the lead member of staff if anybody's actions are likely to jeopardise the safety or comfort of others.

We aim to promote:

- Self-esteem
- Self-awareness of personal abilities and limitations
- Respect and care for oneself, other people and the natural environment
- Co-operation and non-violent communication

Our rules and routines at Forest School

Expectations of behaviour will be set by the Forest School Leader and discussed with the children in the classroom beforehand, in conjunction with the School's Behaviour Policy. Children will also help set rules, which will be revisited at every session.

These include:

- 'No pick, no lick, be careful how you carry a stick.'
- To learn to respect and care for their own local environment
- Staying within the designated areas at all times
- To work cooperatively in groups and to respect each other

Encouraging Positive Behaviour

Adults will be a positive role model for participants and will encourage and reinforce caring and nurturing behaviour. Whilst recognising that it is useful to have previous information about participants' needs, we believe that no child is inherently 'naughty' and therefore will welcome each participant from an open and unbiased viewpoint with regards to their behaviour and abilities. This is with the hope that the greater freedoms offered by a forest school environment will allow for a more flexible interpretation of positive engagement.

Physical Intervention

In accordance with the law, and our values, Old Dalby school do not use, or threaten to use, corporal punishment and takes all reasonable steps to ensure that corporal punishment is not administered by any person who is in contact with them. However, where necessary, physical intervention may be used in order to avert immediate danger to any person (including the child). All school staff are trained in physical intervention techniques. Any occasion where physical intervention is used will be recorded in an Incident Report and parents/carers will be informed on the same day as the incident.

Recording & Reporting

In all cases the forest school leader will complete an incident report form, and where necessary inform parents/carers.

Staffing to child ratios are as follows:

- Early Years Foundation Stage (EYFS) – 1:6
- Key Stage One – 1:8
- Key stage Two – 1:15

Vulnerable children will be decided on a case by case scenario.

There will always be a minimum of 2 adults

Adult Role

All adults at Forest School model appropriate behaviour and safe practices, whilst interacting with the children and each other; boundaries are shared, promoting positive reinforcement and choices and consequences discussed.

They will:

- Promote the safety and well-being of the children at all times
- Carry out necessary risk assessments
- Carry a first aid kit in the 'emergency rucksack' and administer first aid as required
- Create a positive learning environment, based on each child's needs
- Encourage good relationships, based on respect of each other
- Promote, honesty, politeness and kindness through example
- Use encouraging language and show appreciation of each child's contributions and effort

- Ensure fair treatment and equality for all attending, regardless of age, gender, ability or race, in line with the school's Equality Policy.

Forest School Clothing

Forest School sessions will take place in all weathers unless the safety of the participants is in question, due to high winds or icy roads. Suitable clothing is essential for everyone participating; we need to be adequately dressed in order to gain the full learning potential of the session.

In their kits, children should have:

- Long sleeved tee shirt
- Trousers, to reduce the risk of bites, stings and scratches
- Waterproof over trousers or dungarees and jacket
- Long socks, wellies or old trainers (in very hot dry weather)
- During the summer, a sunhat and sunscreen should be supplied
- During the colder months, extra layers such as a fleece, leggings, tights, hats and gloves etc. are required.

Children should arrive at school in their school uniform and bring Forest School clothes in a bag, to change into. All Forest School Kit should be named and kept in school for other activities and taken home regularly to be washed.

Essential Equipment Needed and provided by the lead adult

A rucksack – The Happy Sack - containing the following essential items will always accompany the group:

- EAP (Emergency Action Plan)
- Mobile phone
- Medical Care Plans
- Newspaper
- Matches (Campfire sessions only)
- Wet wipes
- Protective gloves
- Sun cream (summer months)
- First Aid Kit
- Inhalers (where appropriate)
- Carry bag for dirty / wet items
- Spare hat & gloves for children and adults

We would also take a ground sheet and string to erect a shelter as needed

Legislation and Forest School

Legislation of importance to Forest School includes the Health and Safety at Work Act 1974. This act makes it a statutory that an employer has a duty to ensure the Health, Safety and Welfare at work of their employees (in the case of schools adults and children) and any equipment used by them, and that employees are responsible for the Health and Safety of themselves and others they may be affected by their acts. The risk assessments carried out for Forest School are written with the Health and Safety of all participants in mind; children, volunteers and members of staff.

The Children's Act 1989, makes it important to consider adult ratios for all activities, equal opportunities and access, clear communication with parents and DSB checks for staff and regular volunteers. Routines and procedures at Forest School are developed with reference to this act and safeguarding practices.

Health & Safety Policy

Forest School programmes may include activities that are considered higher risk than usual for participants. It is important to consider not only the risks of each activity but the potential benefits too. Taking risks is an important part of learning and developing and we want to provide a safe and supportive environment in which participants can learn about risks, challenges and personal safety. However, we will seek to minimise risk by following appropriate procedures for more risky activities, such as tool use and fires, and by carrying out risk assessment covering key hazards that participants may come into contact with during a session.

Practical Skills and safe tool use at Forest School

General rules for tool use:

- All tools have a separate risk assessment
- The Forest School Leader is nominated to ensure safe storage of tools on school premises
- All staff ensure safe storage whilst at the Forest School Site
- All tools should be signed out when in use
- We do not walk around with tools, wherever possible
- Tools should be kept clean with oily rag, sharp and checked before every use
- Tools should only be used with a designated trained adult

Knives:

- Children must be supported 1:1 or 1:2 depending on age range by an adult, preferably the Forest School Leader, initially demonstrating good practice
- Users should preferably be sat down in a designated area
- Knives should be used away from the body
- Ensure knives are clean and covered when not in use.

Bow-Saw or Pruning Saw:

- Children will be supported 1:1 by an adult preferably the Forest School Leader and good practice demonstrated
- Guard is in place when not in use
- Use in a designated area away from others
- Use with a glove on the non-sawing hand
- Use a saw-horse where possible with the bow saw.

Loppers:

- Children must be supported 1:1 by an adult preferably the Forest School Leader and good practice demonstrated
- Use in a designated area, away from others
- Loppers must be kept closed except when in use
- Loppers must only be used above the ground if possible.

Fire Procedure

Fires are an important part of Forest School and we aim to ensure that all people participating in sessions with fires will do so safely and with as little risk to their health as possible. Fires will only be used where it is appropriate to do so.

- Leaders will explain to participants the importance of using only dead wood for fires and also of the importance of dead wood as a habitat
- Smoke inhalation will be reduced by burning dead wood. Those in smoky areas will be encouraged to move to less smoky areas
- Fires must only be lit in designated area and surrounded by a safe zone
- Safe fire-lighting equipment must be used with no accelerants
- An adult must be located at the fire at all times
- Participants will only be allowed to light fires under direct supervision of a trained leader using suitable materials and equipment
- Related safety equipment, including heat-proof gloves, a fire blanket, a burns kit and water will be kept within close range of fires
- All fires should be fully extinguished and site to be made safe on completion of activity
- Cooking or other activities located near the fire to have ratios of 1:2.

Ropes and Knots:

- All equipment to be regularly checked for fraying etc.
- Children should not wrap rope around their bodies
- Children should be encouraged to learn to tie and undo simple knots

- If tying between trees, the rope should be able to be seen and not cause a trip hazard.

Forest School Equal Opportunities Policy

This policy operates in line with the whole school policy, a copy of which can found on the school website or obtained from the school office.

- No child or adult will be discriminated against on any grounds including gender, age*, background, race, religion or ability including SEND.
- Wherever possible, adjustments will be made to accommodate children with allergies, medical conditions or behavioural issues. This may include additional adult helpers, adapting the site if physically possible or adapting activities.
- All participants should feel that their experiences and contributions are worthwhile, so raising self-esteem and confidence.
- Forest School is a child led experience and wherever possible the children will be allowed to follow their own interests providing they show respect for each other and the woodland environment.

(*Due to curriculum and practical reasons, the younger children in the school will initially attend Forest School on a regular basis.)

Confidentiality Policy

All forest school staff and volunteers must adhere to the confidentiality policy.

Medical and personal information

- All adults will be made aware of any medical details such as allergies affecting the children attending on a need to know basis and kept confidentially within the school's Forest School Handbook
- In case of emergency, contact numbers of each child will be kept in the school's Forest School Handbook
- Only trained staff will apply first aid to children and adults attending; volunteers must make staff aware if they are approached by a child needing care
- Any adults attending, with medical conditions, must disclose to the Forest School Leader; this information will be treated with the utmost confidentiality

Photographic and Video permissions

- As part of the permission to attend Forest School sessions, parents will be asked to agree to their child being photographed or filmed for observational, training or school promotion purposes; any child without this permission will be recorded in the school's Forest School Handbook
- Only school cameras and iPads must be used for this purpose
- Volunteers should only use school cameras under the guidance of the Forest School Leader.
- Mobile phones should only be used for emergency purposes.

Safeguarding at Forest School

Safeguarding at Forest School is in line with Old Dalby Primary School's Safeguarding Policy, available on the school website or from the school office. A summary of the policy is included below:

- Every child has the right to be kept safe from danger and learn in a safe and secure environment
- All staff involved in Forest School hold relevant DBS checks
- All Forest School staff attend regular safeguarding training
- All concerns and disclosures are confidential and will only be shared with the school's designated safeguarding leaders and necessary agencies, if appropriate.

Old Dalby Primary School safeguarding lead persons are Rosie Browne (Head Teacher), Katie Keast (Deputy Head) and Jayne Scott (Deputy Head).

In addition some points which overlap in other policies include:

- An adult, with the relevant DBS checks, will accompany the children to the toileting area
- Only school cameras and iPads must be used for the purpose of capturing evidence
- Only trained staff will apply first aid to children and adults attending; volunteers must make staff aware if they are approached by a child needing care

Communication Strategy

Clear communication is essential for the smooth running of Forest School. Children and adults need to listen carefully to rules, boundaries and instructions, linked to safety procedures and activities. There will always be time for questions or comments from children and adults.

- All adults attending will have received a copy of the Emergency Action Plan which will be kept in the school's Forest School Handbook, in the 'emergency rucksack'.
- Any staff or volunteers attending Forest School must meet prior to leaving school to review ratios, health and safety and risk assessment for the day.
- If any adult cannot attend the session, they must give as much notice as possible and preferably 24 hours. If a replacement cannot be found the session will need to be cancelled due to inadequate ratios of child to adult.
- The Forest School Leader will have a mobile phone for emergency use
- Our current site is managed by the school which has responsibility for keeping the site safe and maintained on a long term basis.
- A copy of this Handbook will be available on the school website
- Parents will receive general information letters before sessions begin, a permission slip and details of medical needs
- Basic session information will be shared with children and staff prior to the visit; rules will be discussed and practised in the classroom setting.

Contact Numbers

Any accidents or incidents will be reported to parents and the school office at the earliest opportunity. Any changes of contact number will be given to the School Office.

Forest School Hygiene Policy

Toileting

- Children will be encouraged to use the toilet before leaving school
- With the woodland being on site a member of staff can take children to the toilet if necessary
- A designated area will be set aside for emergency use only
- An adult, with the relevant DBS checks, will accompany the children to the area
- Wet wipes will be available for personal use and hand-cleaning
- If a child has a wetting or soiling accident, they will be changed in accordance with the Schools Personal Care Policy back at school

Hand Washing

- Whenever possible, soap and water will be used for hand washing at snack time
- Disposable paper towels will be used for drying and bagged for disposal
- Anti-bacterial wipes will be available throughout the session

Snack time or cooking

- During snack time or cooking activities, food hygiene regulations will be adhered
- Children will wash and dry hands and sit on the base camp benches when consuming any food or drink
- Drinking water will be supplied.

Disposal of food & waste Policy

A responsible Forest School must ensure that we make no detrimental impact on it's natural surrounding environment, this includes the correct management and disposal of food, litter and waste. To achieve this the following procedures will be followed at every session:

- Recap with the group our responsibility to the environment and the need to keep it clean and uncontaminated.
- Vegetable peelings may be discarded on site to decompose.
- Paper and cardboard packaging can be used to light the next fire.
- Waste water that is not contaminated by food scraps or chemicals can be tipped away or used to douse the camp fire.
- If water has been contaminated by food scraps then dig a hole, tip the water in and cover it with earth to prevent animals from finding it.
- Any water that has been contaminated with chemicals should be transferred into a

suitable container and taken back home/school to be disposed of.

- Any leftover/waste food should be put into the designated rubbish bag/box and taken back to school/home to be disposed of.
- At the end of every session a thorough check of the site must be undertaken to ensure no litter or waste is left behind.

Assessment and Reporting Arrangements for Forest School Sessions

During Forest School sessions, children will be observed and assessed in an unobtrusive way as within the classroom. Evidence will be gathered using photographs, videos, written observations and through our electronic observation tool 'Tapestry'. All staff involved in Forest school will be responsible for gathering evidence; volunteers would be asked to feedback to the Forest School Leader. Information gathered will be used to plan activities and next steps for the children. Observations will be kept in school and remain confidential to that child and family.

Forest School Emergency Action Plan

Address: Old Dalby Primary School, Longcliff Hill, Melton Mowbray, Leicestershire, LE14 3JY Phone: 822455

Grid reference: SK674239

Vehicle access: gate next to Preschool on Longcliff Hill off school turning circle

- Before setting out on a forest school session a risk assessment will be carried out on whether or not it is safe to go. This will consider factors such as weather and the forecast, staffing and also the state of the site itself.
- Children (and helpers) attending the session will have all returned a medical consent form and this will be taken in the emergency bag along with first aid kits, whistle, mobile phone, walkie talkie, emergency snacks and fluid.

Event	Immediate Action	Any other action
Accident	<ul style="list-style-type: none"> • Child or adult to be assessed by a first aider and treatment is given as appropriate. • Accident logged in log book 	<ul style="list-style-type: none"> • Parents/carers to be notified when back at school • First aid kit restocked
Serious accident	<ul style="list-style-type: none"> • Child or adult to be assessed by first aider and first aid administered as appropriate • Emergency services called if necessary • Use medical consent forms to supply any additional information • School contacted via mobile or walkie talkie for additional adult support to be sent & for parents/ carers to be contacted by office staff • 1 adult to walk to vehicle access point or centre of playing field if air ambulance sent to help direct • First aider to stay with casualty • Other adult to stay with rest of group preferably sitting in the outside classroom (unless that's where casualty is) and once an extra adult is with the first aider and casualty, they're to walk the rest of the group back up the field to school 	<ul style="list-style-type: none"> • Incident logged in serious accident book • Incident to be reviewed with Head Teacher and any other adults involved in order to review our practice and provide quality assurance
Severe weather (unforeseen)	<ul style="list-style-type: none"> • If children are very cold and not warming up through activities or the fire, then session is to be cancelled and we return to school • Strong winds- return to school -if branches falling take shelter in outdoor classroom on site • Lightening- children to take up safety position of kneeling on floor and bottom up in the air. Return to school when safe 	

Risk Assessment for Old Dalby Forest School Site

Katie Keast

Date: 08.12.16

On site

Hazard	Harm	People at risk	Preventative measures	Probability (1-5)	Severity (1-5)	Rating (PxS)	New preventative measures	By who and when?	Benefits
Uneven / slippery ground	Slips, trips and falls	All	Safety talk to be given at start of activity Recommend no running Participants put into groups when necessary for activities & supervised by an adult	3	3	9	Pre-visit site check carried out by group leader	Leader and the same day	Balance and coordination Increased awareness of environment Social skills and communicating with others to help prevent them from falling
Falling branches	Head or other injury	All	Check site before session and remove if easy or tape area off to avoid contact	1	5	5	If string winds cancel session	Leader and same day	Empathy for others injured More awareness of what's around them that they need to consider When climbing, need for strength of branches to be checked

Nettles & Thistles Brambles	Cuts and stings	All	Pulled from path & base camp area regularly. long sleeved tops, long trousers, socks & shoes to be worn at all times. Cleared from access areas.	4	1	4		Leader and groundsman/caretaker to maintain Adults ensure correct clothing	Learn to identify plants and empathise for those injured
Poisonous plants Mushrooms & fungi			See cards for list common poisonous plants & trees & symptoms. NO picking of anything growing policy enforced. Strict hand washing routine before eating & drinking and on return to playgroup. Look and call an adult to see. Do not touch any.	1	5	5	Remind children using identification cards prior to session and of key rule 'no pick no lick'	Leader to remind All adults to enforce during session	Learn to identify Self-regulate to not pick and eat
Pond	Falling in Drowning	All	Pond surrounded by bushes apart from one side which has decking to the entrance. Children	1	5	5	Once down at site children reminded to	Leader and all supporting adults during session	Water safety Self-regulation to not go too close

			only allowed onto area with an adult				stay away from pond area.		
Fire	Burning	All	Strictly enforced protocol for area in proximity to fire.	2	5	10	Separate risk assessment	All adults aware and 1 always with fire when on	Fire safety; experience calmly dealing with emergency Self-regulation to not go too close

Risk Assessment for Old Dalby Forest School Site

Katie Keast

Date: 08.12.16

Weather

Hazard	Harm	People at risk	Preventative measures	Probability (1-5)	Severity (1-5)	Rating (PxS)	New preventative measures	By who and when?	Benefits
Falling branches	Head or other injury	All	Cancel visit in excessive wind Group leader to check site and weather prior to visit	1	4	4	Check site prior to sessions	Leader and groundsman/care taker	Empathy for others injured More awareness of what's around them that they need to consider When climbing, need for strength of branches to be checked

Too cold/wet	Hyperthermia	All	Appropriate clothing Suitable activities including fire Warm drinks Shelter in wooden classroom	1	5	5	Weather checks prior to session and cancel session if weather conditions severe.	Adults to ensure appropriate clothing prior to session Weather checks	Self- awareness and regulation to not get too wet unnecessarily Self-motivation to get moving to create heat
Too hot	Sunburn, exhaustion, heat stroke	All	Appropriate clothing and protection such as sun cream and hat Drinks Shelter in trees and outdoor classroom	1	5	5	Reduce time outside if sun too strong	Adults to ensure appropriate clothing prior to session Weather checks	Self- awareness of when too hot Self-motivation to seek out a drink and shade when required Shelter building skills to be able to put up shelter when shade needed

Risk Assessment for Old Dalby Forest School Site

Katie Keast

Date: 08.12.16

Activity: Building and lighting a small fire

Hazard	Harm	People at risk	Preventative measures	Probability (1-5)	Severity (1-5)	Rating (PxS)	New preventative measures	By who and when?	Benefits
Fire & heat	burning to skin & clothes	all	Supervision of the fire, one person to be sat beside fire at all times while alight or hot embers remain, to ensure children do not have unsupervised access.	1	5	5		Fire manned by an adult at all times	Encounters with certain types of risk help children to learn how to

			<p>Children will be given rules and safety advice and dangers of fire prior to visiting the fire.</p> <p>First aiders and first aid box will be available.</p> <p>Fire proof gloves within easy reach.</p>					Those trained	<p>manage those risks</p> <p>Calmly deal with crisis</p> <p>Self-regulation to not get too close and follow rules. Empathy for others</p>
Fire out of control	As above and damage to area.	All	<p>As above</p> <p>Fire will be in a soil pit surrounded by stones to prevent the fire escaping the area.</p> <p>Fire area will be away from buildings. The fire will not be under overhanging trees which may catch alight.</p>	2	5	10	<p>A good supply of water will be available to put out flames and dampen heat.</p> <p>A fire blanket will be available to wrap around person who may be alight.</p>	Leader to check site, all staff responsible for fire control.	<p>Learn ways to deal with fire</p> <p>Team work to remain calm and deal with crisis</p>
Falls into fire	burning to skin & clothes	All	<p>As above</p> <p>Children have a safety brief before entering the fire pit area.</p> <p>No walking between the seats and fire allowed.</p>	1	5	5	Maximum of 4 people at fire (inc. adults).	Leader to give safety brief, all staff check rules are followed.	<p>Self-regulation to not get too close-respect for fire</p> <p>Following camp rules.</p> <p>Empathy for others who may</p>

			When cooking etc. everyone at fire should be on one knee to remain stable						have burnt themselves
Smoke	inhalation, irritation	all	The position of the fire will be away from buildings. The wind direction will be constantly assessed and children advised to move safely out of smoke direction. Dry suitable wood used to prevent excess smoke.	2	2	4	Use clear goggles if needed.	Leader to check wood supply & site - all staff advise children	Identification of wood Understanding wind movement and how to create wind block
Heat from hot embers.	burning to skin & clothes	all	When the fire activity is finished the embers will be dampened and cooled with water and spread out with a spade.	1	4	4	Fire pit used not direct on ground	Leader	Self-regulation to not get too close. Respect for fire Follow camp rules. Empathy for others

Risk Assessment for Old Dalby Forest School Site

Katie Keast

Date: 08.12.16

Activity: Cooking on a fire

Please review 'Building and lighting a small fire' in conjunction with this

Hazard	Harm	People at risk	Preventative measures	Probability (1-5)	Severity (1-5)	Rating (PxS)	New preventative measures	By who and when?	Benefits
Hot equipment/utensils and hot water	burns and scalds	All	Brief children, staff/helpers on safe methods for handling and transporting all hot items. Implements/Utensils provided for use of the removal of hot items from the fire including fire glove. Forest school leader or representative to demonstrate safe practices.	2	5	10	Children to be 1:1 with adult when using utensils around the fire	All briefed adults	Fire safety Social skills- to communicate their handling and movement
Hygiene	Food poisoning	All	Ensure all who are participating clean and then sanitise before they handle the food substances. Maintain good food hygiene procedures – e.g. not mixing raw and cooked meats.	1	4	4		All adults to ensure hygiene protocol followed.	Necessity for hygiene Empathy Self-motivation to not let it happen again
Long sticks for cooking	Burning others	All	Demonstrate safe handling, e.g. not waving them around and retracting them in	2	5	10	Children to be sat on designated seating to reduce	All adults to ensure children seated	Fire safety Empathy for others

							likelihood of touching others		
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Risk Assessment for Old Dalby Forest School Site

Katie Keast

Date: 08.12.16

Activity: Collecting natural materials

Hazard	Harm	People at risk	Preventative measures	Probability (1-5)	Severity (1-5)	Rating (PxS)	New preventative measures	By who and when?	Benefits
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.	1	3	3	All adults to demonstrate and use at all times correct manual handling technique	Demonstrated by leader	Protect back in future Empathy Social skills to communicate when working with others to lift
Fungi / toxic plants	poisoning, minor illness	All	Nil by mouth policy in place. Hand washing policy in place. Children monitored closely by adult staff	1	5	5		All adults assisting to ensure policy is adhered too by the	Learn to identify Self-regulate to not pick and eat

								children attending the forest school.	
Insect and Plants	stings, anaphylactic shock, minor illness	All	Children & adults briefed on correct handling of materials and what to do and not to do should an item be considered a possible danger. All adults advised of areas to avoid	1	5	5	First Aider present throughout activities/sessions. All staff members made aware of possible allergies and trained in the use of epipens.	Leader to brief	Identification and techniques to avoid being stung Empathy for sufferers
Carrying Sticks and Branches	scratches	All	Children & adults briefed on correct handling of materials and what to do and not to do should an item be considered a possible danger. All adults to vigilant and alert whilst monitoring activities. All adults to be aware of safe practices for handling materials used.	3	2	6	First Aider present throughout activities/sessions.	Leader to brief	Social skills to communicate more Self-awareness of how their actions affect others Empathy

Risk Assessment for Old Dalby Forest School Site

Katie Keast

Date: 08.12.16

Activity: Off the ground

Hazard	Harm	People at risk	Preventative measures	Probability (1-5)	Severity (1-5)	Rating (P×S)	New preventative measures	By who and when?	Benefits
Fall from height	Injury	All	Helmets must be worn when leaving the ground	1	4	4	Safety briefing prior to activity to explain risk of activity and need for secure helmet	Leader to ensure helmets worn	Understanding of safety equipment Test strength of branches before climbing
Walking into ropes or tripping over	Injury to body	All	Use coloured rope to make visible Always walk around site	2	2	4		Leader to advice on best places for ropes	Awareness of environment

			Select appropriate areas for ropes i.e. not in pathways						
Uneven surfaces	Slips and trips	All	Careful consideration of route to and from activity, and make participants aware of any hazards within base area. When climbing logs make aware potential to be slippy and to consider most sensible way to successfully climb Appropriate footwear	3	2	6	All unused equipment and ropes are kept tidy or away in the appropriate store.	Leader to check site prior to visit Leader to make aware of conditions under foot All adults to ensure correct footwear	Balance and coordination Increased awareness of environment Social skills and communicating with others to help prevent them from falling

Risk Assessment for Old Dalby Forest School Site

Katie Keast

Date: 08.12.16

Activity: Building and shelters

Hazard	Harm	People at risk	Preventative measures	Probability (1-5)	Severity (1-5)	Rating (PxS)	New preventative measures	By who and when?	Benefits
Carrying Sticks and Branches	scratches	All	Children & adults briefed on correct handling of materials and what to do and not to do should an item be considered a possible danger.	3	2	6	First Aider present throughout activities/sessions.	Leader to brief	Awareness of environment-expecting sharp parts

			All adults to vigilant and alert whilst monitoring activities. All adults to be aware of safe practices for handling materials used.						Social skills to work with partner/group to carry
Picking bracken	cut fingers	All	leaders to clearly state group is not permitted to pick unless using gloves.						Need for following rules Plant identification
Uneven / slippery ground	Slips, trips and falls	All	Safety talk to be given at start of activity Recommend no running Participants put into groups when necessary for activities & supervised by an adult	3	3	9	Pre-visit site check carried out by group leader	Leader and the same day	Balance and coordination Increased awareness of environment Social skills and communicating with others to help prevent them from falling
Knots slipping	Injury	All	Specific knots used for different purposes Adults to check knots used	4	1	4	Children to be taught techniques prior to putting up own shelters	Leader to teach knots Leader to check shelter knots	Knots learnt
Shelter collapsing	Injury	All	Children advised and supported on shelter	4	1	4		Leader to control activity and adults	Learn better ways of securing tarpaulin

			building and techniques used					be vigilant on techniques used	Team work to help build secure shelters
Dismantling shelters	head injuries	All	leaders to clearly state shelters are to be taken down carefully, one piece at a time and dragging poles from the bottom not pulling towards the person from the top Participants not enter shelter whilst being dismantled	2	3	6	Group leaders vigilance	All adults to be vigilant	Being aware of surroundings Team work to prevent injuries

Risk Assessment for Old Dalby Forest School Site

Katie Keast

Date: 08.12.16

Activity: Using rope or string

Hazard	Harm	People at risk	Preventative measures	Probability (1-5)	Severity (1-5)	Rating (PxS)	New preventative measures	By who and when?	Benefits
Knots slipping	Injury	All	Specific knots used for different purposes Adults to check knots used	4	1	4	Children to be taught techniques prior to putting up own shelters	Leader to teach knots Leader to check shelter knots	Knots learnt
Low Ropes	Trips	All	Safety talk to be given at start of activity and remind of levels of rope Recommend no running Coloured ropes used for visibility	3	3	9	Children trained with ropes and understand where NOT to tie them Adults to supervise activities	Leader and same day	Awareness of environment
High ropes	Cutting neck/ strangulation	All	Safety talk to be given at start of activity and remind of levels of rope Recommend no running Coloured ropes used for visibility	3	4	12	Children trained with ropes and understand where NOT to tie them Adults supervise activity		Awareness of environment
Rope	Rope burn	Person holding rope	Gloves for any activity where they will need to pull tightly on ropes (particularly heavy objects)	2	2	4	Potential for heavy objects needing pulling is slim but if occurs a trained adult will supervise and support activity	Leader	Team work Correct use of safety equipment

Risk Assessment for Old Dalby Forest School Site

Katie Keast

Date: 08.12.16

Activity: Blindfold Activities

Hazard	Harm	People at risk	Preventative measures	Probability (1-5)	Severity (1-5)	Rating (PxS)	New preventative measures	By who and when?	Benefits
Uneven / slippery ground	Slips, trips and falls	All	Safety talk to be given at start of activity Recommend no running Participants put into groups when necessary for activities & supervised by an adult	3	3	9	Pre-visit site check carried out by group leader	Leader and the same day	Balance and coordination Increased awareness of environment Social skills and communicating with others to help prevent them from falling
Tying blindfold too tight	Injury to head	Person with blindfold on	Soft blindfolds Children to be asked if blindfold OK prior to starting activity	3	1	3		Any adult to check blindfold on child	Communication between learners
Walking into tree, branch, rope	Injury to head	All	Safety talk to be given at start of activity and remind children of hazards to avoid Recommend no running	3	3	12	Safety talk at beginning about risks of banging head Inappropriate behaviour to result in child returning to school	Leader to give safety talk and remind of serious repercussion	Awareness of environment Communication to help others avoid danger

Rope	Rope burn	All	Gloves for any activity where they will need to pull tightly on ropes (particularly heavy objects)	2	2	4	Potential for heavy objects needing pulling is slim but if occurs a trained adult will supervise and support activity	Leader	Team work Correct use of safety equipment
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Risk Assessment for Old Dalby Forest School Site

Katie Keast

Date: 08.12.16

Activity: Water

Hazard	Harm	People at risk	Preventative measures	Probability (1-5)	Severity (1-5)	Rating (PxS)	New preventative measures	By who and when?	Benefits
Pond	Drowning	All	Safety talk to be given at start of activity Recommend no running Pond area secured Access only with adult supervision	1	5	5		Leader and the same day	Water safety Self-regulation to not go too close
Rain- getting wet	Hyperthermia	All	Weather check prior to activity Appropriate clothing	1	5	5	Warm drinks and warming pouches taken in emergency bag	All adults to check clothing	Self- awareness and regulation to not get too wet unnecessarily Self-motivation to get moving to create heat

Risk Assessment for Old Dalby Forest School Site

Katie Keast

Date: 08.12.16

Activity: Tools (billhook, bowsaw, knives, loppers, mallet, Kelly kettle)

Hazard	Harm	People at risk	Preventative measures	Probability (1-5)	Severity (1-5)	Rating (PxS)	New preventative measures	By who and when?	Benefits
Improper use of bill hook	wounds	person using bill hook and those close by.	Inform person using bill hook of tool talk (see hand book). Glove on helper hand First aiders and first aid kit close by. Use in designated area for tools Remind others in area to stay clear of tools.	4	5	20	One to one supervision for early years children. Tools counted in and out each session. Keep in cover when not in use and store in tool bag.	Leader prior to activity and support during	Motor skill development Correct use learnt Social skills/team work when working with partner Peer learning
Improper use of bow saw falling branches	wounds	person using bow saw and those near by	Inform person using bow saw of tool talk (see hand book). Glove on helper hand First aiders and first aid kit close by.	4	5	20	One to one supervision for early years children. Tools counted in and out each session.	Leader prior to activity and support during	Motor skill development Correct use learnt Social skills/team work when

			Ensure safety of site if using outside of designated tool use area. If sawing branches from a tree ensure no one or property will be hurt or damaged when it falls. Remind others in area to stay clear of tools.				Keep blade cover on when not in use and store in tool bag.		working with partner Peer learning
Improper use of knives	wounds	person using knife and those near by	Inform person using knives of tool talk (see hand book). Glove on helper hand First aiders and first aid kit close by. One to one supervision for early years children. Use in designated area for tools. Remind others in vicinity to stay clear of tools.	4	5	20	One to one supervision for early years children. Tools counted in and out each session. Keep in cover when not in use and store in tool bag.	Leader prior to activity and support during	Correct use learnt Peer learning Develop safety awareness
Improper use of loppers falling branches	wounds	person using loppers and those near by	Inform person using loppers of tool talk (see hand book). No glove needed, both hand will be on tool. First aiders and first aid kit close by. Remind others in vicinity to stay clear of tools. If sawing branches from a tree ensure no one or property will be hurt or damaged when it falls.	4	5	20	One to one supervision for early years children. Tools counted in and out each session. Keep in cover when not in use and store in tool bag.	Leader prior to activity and support during	Correct use learnt Peer learning Develop safety awareness

Improper use of mallet	bumps and grazes	person using mallet and those near by	Inform person using mallet of tool talk (see hand book). No glove needed First aiders and first aid kit close by. Remind others in vicinity to stay clear of tools.	4	3	12	Tools counted in and out each session. One to one supervision for early years children. Keep in cover when not in use and store in tool bag.	Leader prior to activity and support during	Correct use learnt Peer learning Develop safety awareness
Fire & hot metal with Kelly kettle	Burns	all	Stay with Kelly Kettle at all times. Ensure it is on a sturdy level non flammable base (it has a high centre of gravity). Feed flames through chimney. Use fire safety gloves to remove base.	3	5	15	Adult supervision at all times	Adult to stay with kettle at all times	Fire safety; experience calmly dealing with emergency Self-regulation to not go too close
Hot water with Kelly kettle	Scalds	all	Have air hole opposite side to spout. Do not leave cork spout in while heating water. Keep spout away from you to avoid splashes.	3	5	15	Adult supervision at all times	Adult to stay with kettle at all times	Develop safety awareness Social skills- to communicate their handling and movement