

Environmental Education Sessions: Site Risk Assessment

Nb the appropriate risk assessment for each specific education session, plus the site hazard sheet, should be read and used alongside this document.

Session Location	Rosliston Forestry Centre This is the general site risk assessment for booked education sessions	Site Owner:	Forestry Commission- 144 acres South Derbyshire District Council- the buildings +10 acres Managed by Aurora Country Development (ACD)
toilets/ shelter	In main building	Other Visitors / Public on site?	Yes -public access to buildings and site.
Machines on site Vehicles on site	Probable Maintenance vehicles, Cyclists. <u>Remember</u> these vehicles may be passing close to buildings and picnic area. 2005/06: site building works /new trails -some disruption from Sept onwards. Disruption to be kept to a minimum during school day, and appropriate controls/ instructions provided to contractors re H&S	Responsibilities	Environmental Education Project (EEP) staff leading the visit: <ul style="list-style-type: none"> • To ensure any approved controls incorporated in instruction sheets and introductory talk. • To monitor response to hazard sheet. • Hazard sheet and booking form must make clear what the roles and responsibilities of visiting school staff and helpers are. • To report any hazards or incidents/ accidents to the appropriate authority and record on accident forms. School staff: <ul style="list-style-type: none"> • To be responsible for supervision of children at break times and when working in small groups. • To ensure that instructions given by EEP or other site staff are followed. • To read, circulate to all adult helpers, and follow the hazard sheet and other written instructions • To risk assess their own activities if self-led sessions. • To ensure they have current, valid 3rd party insurance in case of harm/ damage caused by their school. Aurora County Developments (ACD): <ul style="list-style-type: none"> • To carry out regular site inspections. • To inspect play area daily. • To liase with site owners re: hazards and controls • To implement their own risk assessments /appropriate controls for their staff and contractors. • Responsible for arranging and implementing controls for safe access for vehicles.

Site Plan issued: Schools booking sessions receive plan in Visit Info Pack. Site guide available in foyer	<input type="checkbox"/>	Risk Assessment Carried out by: VS Date; or most recently updated on: April 04 (KA)
Hazard Sheet prepared: Hazard sheets included in visit info pack and copies available on site.	y	Accidents/Dangerous Occurrences to be reported to: Session leader, or the education team on 01283 535039
Insurance: Sessions led by EEP staff and the centre buildings are covered by SDDC insurance. Sessions led by Aurora Country Development are covered by their own insurance. Schools & other groups visiting must also have their own 3 rd party insurance.		

The Hazard and its Location	Level of risk	Controls	Implementation / Monitoring?
Child protection / Staff protection issues	Low	Make sure that Environmental Education Project (EEP) / Contractor staff or landowners are never left alone with individual children at any time. E.g Toilets. Let school staff take pupils to the toilets. School staff informed that Rosliston Forestry Centre is public site	All EEP staff to have CRB clearance. Other people involved in event to be advised of child / staff protection issues. School staff to be aware of their responsibilities via booking form and hazard sheet.
Accidents and illness	low	Hazard sheets to have emergency grid ref and office no's on, in case it is EEP staff member who is ill. All EEP staff to carry first aid kits (and mobile phone if poss.) Staff leading session should know where they are on the site map at all times.	EEP staff to monitor

		School staff to ensure that any medication eg inhalers needed by themselves or pupils is carried with them and not left at school or in the Visitor Centre!	Hazard Sheet; School Staff. School responsible for decisions about treatment of any accident or illness. EEP to call emergency services if necessary and inform H&S Officer at SDDC
Stranger Danger	med	Be aware that the site, including picnic areas and toilets, is open to the public - remind the school staff, so they can advise children about strangers in words appropriate to their age, understanding etc. Don't let children visit the toilets on their own. Be careful not to frighten children. Also: Members of the public often come to look at pond tray or minibeast 'catches' as they walk past, and we always make them feel welcome, rather than ignoring them because they are 'strangers'. It is up the teacher in charge to strike the right balance for their group.	Hazard sheet School staff
Getting lost -self led activities	Low	Accurate map provided Adequate and consistent verbal instruction given to schools. Accurate and up to date info in instruction pack for each Trail Schools bring suitable staff/helpers	EEP staff instructions; School
Getting lost: EEP staff-led activities	Low	EEP staff to be aware of where they are on site at all times, and time/location of meeting points. For small group work, instructions must be given to group about how far they should go, where they should go, and when they should come back. Check group leaders are happy and confident, and have a watch! Group leaders from the school are responsible for keeping their groups together, and knowing the number of children on their group and their names. They should have a list of children with them.	EEP staff School staff.

Stray dogs; risk of frights and bites Or possibly falling in lake/ ditch	low	Children should be warned not to touch any dogs that they come across out on site School staff to make Rosliston Education staff aware of any children that are particularly afraid of dogs. Dog walkers asked to keep dogs under control, especially near the lake/ ponds when children are dipping near the edge.	EEP staff; SDDC Dog Warden tel no available if needed: 01283 595943 FC byelaws poster on site.
Dog mess on and around paths: risk of infection, stomach upsets etc	Med	Regular patrols of site walks by the site managers Warning on instruction sheets for children or adults not to touch the ground or their shoes and to watch where they are walking Dog owners reminded of regulations when appropriate	Hazard sheet ACD
Dirty hands during/after activities: risk of upset tummies, risk of infection	med	School staff to arrange for any cuts or sores on hands to be covered before children start dipping. Muddy water - Warn the children not to put their fingers in their mouth, ears, eyes or nose. Wash hands after activity and especially before eating	Hazard sheet / booking form conditions. School staff to take responsibility for hygiene.
Open Water: risk of falling in	Med	There are some areas of open water out on site. Warn the children to stay away from the edge Life buoys can be found around the edge of the lake	Hazard sheet
Ditches and streams: risk of falling in. Some ditches are quite close to routes &/or well concealed by vegetation.	med	Instruction sheets to warn of danger. Stay on paths and don't try to take short cuts.	Hazard sheet
Some uneven, slippery & boggy paths, some tyre ruts, mainly away from main routes. Uneven surfaces in Sensory Garden. Risk of slips and trips	Med - depends on time of the year	EEP staff to warn all if entering area: Anyone could slip on wet surface. Anyone could trip on uneven surfaces. Anyone with unsuitable footwear could get wet feet.	EEP staff Hazard sheet

<p>Wet/ Muddy ground in meadows after heavy rain- risk of slips and also potential cause of complaint (muddy shoes) from parents, school. Wet feet all day could be cause of chills</p>	<p>Low</p>	<p>Warnings to take care. Schools to be advised re wellies, and appropriate clothing beforehand. No running except as part of organised game.</p> <p>Education staff to check for hazards before playing games/doing activities.</p>	<p>Info pack/ booking form- Action: School to inform parents if appropriate.</p> <p>Verbal warnings by: (EEP) staff.</p> <p>Hazard sheet</p>
<p>Accidental Damage to valuable equipment</p>	<p>Low</p>	<p>Staff should be aware that the children must be supervised when using any equipment and that the school would be liable for any damage -whether accidental or otherwise! Advise the children what to do if pond nets fall in the water</p>	<p>Hazard sheet / Instructions</p>
<p>Accidental damage to other children with equipment</p>	<p>med</p>	<p>Advise the children how to carry and use equipment in a safe and responsible manner, so that they don't hurt each other.</p>	<p>Hazard sheet</p>
<p>Indoor activities: Risk of injury/ damage to people and /or equipment. Main hazards -trips, doors catching fingers, bumping into columns in classroom, slipping eg. in foyer or toilets if floors wet.</p>	<p>L</p>	<p>Children should be warned about any hazards indoors; see also individual session risk assessments: some involve use of equipment with separate control measures. Generally: Group leaders must ensure children listen to and follow instructions eg no running indoors. Group leaders with visually impaired students should take responsibility for inspecting the indoor areas and taking care of their students.</p>	<p>EEP leader's instructions; School group leader.</p>
<p>Running games Crawling games, risk of injury</p>	<p>med</p>	<p>Make sure any games are explained fully to the children and that appropriate boundaries are set. Children must listen to instructions and know when to stop and start. Only play games in appropriate areas, and check the ground for hazards before you begin. Inspect area for dog mess before playing games!</p>	<p>EEP staff; Instructions and hazard sheet.</p>

Stones/ branches on paths, in woods -risk of trips if on ground or pokes in face/eyes etc from low growing branches	med	Apply common sense -watch where you are going, and take care if going into one of the plantations. Don't walk and read at same time. Some areas have been made accessible by removing most side branches -choose those, and take care with your route, avoiding/ warning children about remaining branches.	Instructions; hazard sheet EEP staff: choice of routes, warn group of hazards as encountered.
HIDE-hazards: Trips /slips on ramp Breaking hand rail by leaning on it. Bumping heads on glass windows. Offensive graffiti or hazards in building. Getting locked in. Scaring birds away by too much noise, movement or banging glass. Not seeing anything.	All Low	Make sure Hide is checked before group goes in. Warn children and staff of the physical hazards, and that they won't see any birds if they make too much noise and knock the glass. Re getting locked in -door needs to be shut in order for hide to be effective. Bolt not strong, so door could be forced from within should someone bolt it. EEP staff to carry mobile phone if possible. Make sure birds have been fed.	EEP staff (ACD staff to inform of any vandalism when spotted) EEP staff ACD
Berries, nettles and fungi - children may poison themselves or get stung. Brambles -risk of scratches, tripping	Low	Warnings. Not to touch nettles, and don't eat anything out on site. Don't try and explore areas overgrown with brambles and nettles, Watch out for brambles overhanging the path	Verbal warnings by: <ul style="list-style-type: none"> • school staff before leaving. • EEP staff if occasion arises whilst outside. Hazard sheet
Respect for the Environment: Risk of causing damage to plants/ animals	med	School staff and children to be advised of particular issues - eg how to investigate minibeasts without hurting them, replacing creatures and logs etc exactly where they found them; examining some creatures eg slugs, caterpillars in situ rather than disturbing them. Children to be encouraged to want to respect other life forms rather than being told off or 'warned' !	EEP staff to be positive and enthusiastic about respect for the environment. Hazard Sheet.
Damage to the Habitat	Med	Remind children not pick flowers, move logs etc and why not!	EEP staff to monitor

<p>Outdoors -traffic and cyclists out on site -risk of injury to pupils and /or cyclists</p>	<p>med</p>	<p>Remind the group to stay with their group leaders when outside doing group work. Watch out for traffic, particularly at blind corners. Traffic between the picnic area and buildings is not allowed, but there is a possibility of vehicles, mowers etc delivering products or moving in and out of the barn across that space. Teachers should make sure that children do not run between the buildings/ toilets and picnic area, especially at lunchtime.</p>	<p>Hazard sheet</p> <p>School staff</p>
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