

Environmental Education Sessions: Site Risk Assessment 2025

EEP staff notes:

- Cross reference against 'Risk assessment RFC ROOMS' when reviewing this RA
- Make sure you read and apply the appropriate risk assessment for each individual education session, plus the site general education hazard sheet, sharing information and instructions with your group where applicable.
- Be prepared to make specific arrangements to suit individual schools with respect to Covid-19.
- **Events – this RA is primarily for group visits but the Covid measures here and in the Office RA should be used as a starting point for event planning and referenced in any event RA (to avoid unnecessary duplication)**

COVID-19 ARRANGEMENTS – Hazard/ issue	Initial Risk level	Action by EEP staff & visiting Group staff to ensure risk reduced to 'low':	Residual Risk:
Checking up to date information re Covid 19	M	Check you are following the latest information, in line with national government updates: Coronavirus Advice (Link checked 24/01/25) and also your own LEA, Trust, organisational policy	L
General hygiene and social distancing	M	School/ Group staff and EEP Staff to remind group re good hygiene. Group leaders to enforce if necessary: Wash hands regularly with soap and water. Use paper towels. Sanitise hands before entering toilets and wash them before coming out. Use tissues to cover mouth and nose when coughing and sneezing. Place tissues in your own bag and take this home.	L
Risk of infection from other people: outdoor tasks	L	There are currently no social distancing recommendations in place	L

Session Location	Rosliston Forestry Centre This is the general site risk assessment	Site Owner:	Majority of site: 144 acres - Forestry England The buildings and play field, Jubilee field and tarmac end of carpark: 10 acres - South Derbyshire District Council (SDDC)
------------------	---	-------------	--

	for booked education sessions		(nb occasionally we may use a small private woodland adjacent to the Centre. This work is covered under SDDC insurance)
toilets/ shelter	In main building	Other Visitors / Public on site?	Yes -public access to buildings and site.
Machines on site? Vehicles on site?	Probable Yes - Maintenance vehicles, Cyclists. Remember these vehicles may be passing close to buildings and picnic area.	<p>Responsibilities (site and visiting teaching staff):</p> <p>a) Environmental Education Project (EEP) staff leading the visit:</p> <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. <p>b) School/ visiting group staff:</p> <ul style="list-style-type: none"> • To be responsible for supervision of children at break times and when working in small groups and when on play area. • 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 provided before or during the visit, e.g. on the booking form. • 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. <p>c) SDDC:</p> <ul style="list-style-type: none"> • To carry out regular site inspections. • To inspect play area daily. • To liaise 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. 	

<p>Site Plan issued: Schools booking sessions receive a plan within the Visit Information documents (Essential Information). Site guide available in foyer</p>	<p><input type="checkbox"/> Risk Assessment Carried out by: VS Date; or most recently updated on: May 2010 (KA), April 2011 (EH) Jan 2012 (KA), May 2013 (KA), July 2014 (RF), March 2015 (RF) & Sept 2015 (FT), June 2016 (RF), April 2017 (RF), April 2018 (RF) June 2019 (FT) Reviewed & Insurance details added KA March 2020; corona and emergency contact info updated KA Aug 2020; Track and Trace added 3/9/2020 KA; reviewed against current guidelines KA 23/9/2020 & 6/10/20 Updated for Clamp's Coppice 04/11/20 MT; KA Jan 2021 & March 21; MT 12 April 21 / KA 14 April 21, 14 Jan 2022 MT, March 2022 MT June 22 KMA Jan 23 MT, June 23 MT January 2024 MT; Oct 2024 refs to indoor rooms and covid info checked KMA, Jan 2025 MAT</p>
<p>Hazard Sheet prepared: The Hazard sheet is also included in the Visit Information Documents (Essential Information) and copies are available on site and on the website.</p>	<p>y Accidents/Dangerous Occurrences to be reported to: Session leader, or the education team on 01283 535039 EEP staff: Emergency or reporting contact info Centre Manager 'on call' mobile is included in the emergency procedures sheet (in First Aid bumbags). <i>Tels aren't included here as it is a public document.</i> <i>SDDC reception have an 'out of hours' tel on the answerphone dial 01283 221000</i></p>

<p>Insurance: Sessions led by EEP staff and the centre buildings are covered by SDDC insurance.</p> <p>Schools & other groups visiting must also have their own 3rd party insurance in case of damage caused to site, equipment or play area.</p> <p>Site insurance (joint land ownership): SDDC land is covered by SDDC insurance. Forestry Commission land (most of site) is part of HM Government: The Government as a whole 'self insures', as the value of the governments assets are sufficient to cover any possible claim.</p>	<p>Insurance details for led sessions, centre buildings and the main play area: Policy No. 2960416 AON UK / Protector insurance Name of policyholder: South Derbyshire District Council</p> <p>Limit of Indemnity: Public Liability: £ 20,000,000</p>
---	--

The Hazard and its Location	Initial Level of risk	Controls to ensure risk level = low	Implementation / Monitoring by:
Child protection / Staff protection issues	Low	<p>A member of the school/ group staff team to be with and responsible for the children at all times. E.g Toilets. School staff/ group leaders to give permission/ take pupils to the toilets.</p> <p>All EEP staff to have DBS checks/ clearance.</p> <p>School staff informed that Rosliston Forestry Centre is public site, and that the public have access to toilets and other parts of the site at the same time as pupils. See 'stranger danger' below for further notes.</p>	<p>School/ group staff to be aware of their responsibilities via booking form and hazard sheet.</p> <p>Other people involved in event to be advised of child / staff protection issues.</p>
Accidents and illness on the day	low	<p>Hazard sheets to have emergency grid ref and office numbers on, in case it is EEP staff member who is ill.</p> <p>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.</p>	<p>EEP staff to monitor</p> <p>Hazard Sheet; School/ group Staff.</p>

The Hazard and its Location	Initial Level of risk	Controls to ensure risk level = low	Implementation / Monitoring by:
		<p>Emergency procedure / ambulance procedure included in First Aid bumbags. It is important to follow this to make sure an ambulance is directed to the accident location the quickest way.</p> <p>School/ group staff to ensure that any medication eg inhalers needed by themselves or pupils are carried with them and not left at school or in the Visitor Centre!</p>	<p>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</p>
Stranger Danger	Med	<p>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.</p> <p>We advise accompanying children to the toilets. EEP staff to check toilets on arrival of school and advise school staff to do same for subsequent visits as required.</p> <p>Be careful not to frighten children! Members of the public often come to look at pond trays 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 to the teacher in charge to strike the right balance for their group.</p>	<p>Hazard sheet</p> <p>School/ group staff</p>
Aggressive or inappropriate behaviour by member/s of the public	Low	<p>Priority is to remove yourself and your group from threatening or inappropriate situation without doing anything that might escalate it:</p> <ul style="list-style-type: none"> • Retreat • Speak calmly and maintain non-threatening body language (however you are feeling, project calmness) • Communicate with Office, Duty Manager or emergency services - but do so in a calm way and ideally away from 	<p>Staff leading the session. Volunteers to be made aware</p>

The Hazard and its Location	Initial Level of risk	Controls to ensure risk level = low	Implementation / Monitoring by:
		<p>the situation so that reporting it or calling for back up doesn't not inflame the situation</p> <p>Staff to brief any volunteers and casual staff doing tasks or leading groups out on site as per other site or activity briefing info.</p> <p>Basic info to be added to staff Emergency Procedures sheet (in bumbags) and to Lone Working and Safeguarding briefing note (for all staff and vols) on the office door.</p>	
Getting lost - self led activities	Low	<p>Accurate map provided for our trail activities (or use site guide)</p> <p>Adequate and consistent verbal instruction given to schools.</p> <p>Accurate / up to date info in trail instructions (where applicable).</p> <p>Schools bring suitable staff/helpers & appropriate child: adult ratio</p>	<p>EEP staff instructions;</p> <p>School/ group staff</p>
Getting lost: EEP staff-led activities	Low	<p>EEP staff to be aware of where they are on site at all times, and time/location of meeting points.</p> <p>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!</p> <p>Group leaders from the school are responsible for keeping their groups together, and knowing the number of children in their group and their names. They should have a list of children with them.</p>	<p>EEP staff</p> <p>School/ group staff</p>
Stray dogs; risk of frights and bites, or possibly falling in lake/ ditch	Low	<p>Children should be warned not to touch any dogs that they come across out on site. School/ group staff to make EEP staff aware of any children that are particularly afraid of dogs.</p> <p>Dog walkers asked to keep dogs under control, especially near the lake/ ponds when children are dipping near the edge.</p>	<p>EEP staff to explain Forest Code to dog owners where relevant and safe/appropriate;</p> <p>Report to site managers where applicable</p>

The Hazard and its Location	Initial Level of risk	Controls to ensure risk level = low	Implementation / Monitoring by:
		Site guide contains 'Forest Code' on the map page with clear guidelines for dog owners	
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 'Forest Code' regulations (in site guide) when appropriate.	Hazard sheet (EEP staff - as above re dog owner responsibilities)
Litter including broken glass etc	Low	Regular patrols of site walks by the site managers. Visual checks by EEP staff on way around with groups. Warnings on hazard sheets. Visual checks. Advised not to touch if any hazards spotted. Report any hazards to EEP staff/ site managers as appropriate. State boundaries for activities to avoid any hazardous areas.	Hazards sheet. EEP
Dirty hands during/after activities: risk of upset tummies, risk of infection from bacteria and viruses eg Corona Virus, Norovirus	Med	School/ group staff to arrange for any cuts or sores on hands to be covered before children start any 'hands on' activities. 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. Some schools like to bring antibacterial gel for sessions that involve snack breaks (we do not provide gel). Site hygiene measures - all staff follow the same protocols and the site cleaning staff follow appropriate guidance (eg from Derbyshire County Council, South Derbyshire District Council,	Hazard sheet / booking form conditions. School/ group staff to take responsibility for hygiene.

The Hazard and its Location	Initial Level of risk	Controls to ensure risk level = low	Implementation / Monitoring by:
		Public Health England) in cleaning eg around hard surfaces, toilets, taps etc	
Insect stings and bites e.g. bee, wasp etc	Low	Avoid any high risk areas e.g. by any wasp nests, warn children not to irritate insects if required. School staff should be aware and have information on children with any known allergies. In poly tunnel be aware of hibernating wasps bees, avoid disturbing mulch mats/ equipment with children/volunteers without checking first. Make all participants (especially those with an allergy to stings) aware of potential hibernation locations so they can avoid.	EEP staff to monitor Hazard Sheet School responsible for decisions about treatment of any accident or illness.
Open Water: risk of falling in	Low	There are some areas of open water out on site. Warn the children to stay away from the edge	Hazard sheet
Ditches and streams: risk of falling in. Some ditches are quite close to routes &/or well concealed by vegetation.	Low	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 and slippery decking 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

The Hazard and its Location	Initial Level of risk	Controls to ensure risk level = low	Implementation / Monitoring by:
<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>	Low	<p>Warnings to take care. Schools/ groups 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>	Low	<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>	Low	<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 EEP staff</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>Low</p> <p>Med</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.</p> <p>Generally: School/ 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>Special care is needed in the Outdoor classroom - ie the door must be secured, not left swinging and no-one should touch the benches which have potential finger traps if the lids are moved.</p>	<p>EEP leader's instructions;</p> <p>School/ group leader.</p>

The Hazard and its Location	Initial Level of risk	Controls to ensure risk level = low	Implementation / Monitoring by:
Running games Crawling games, risk of injury	Med	<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.</p> <p>Inspect area for dog mess before playing games! Take extra care after rain.</p>	EEP staff; Instructions and hazard sheet.
Stones/ branches on paths, in woods - risk of trips if on ground or pokes in face/eyes etc from low growing branches	med	<p>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.</p> <p>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.</p>	<p>Instructions; hazard sheet</p> <p>EEP staff: choice of routes, warn group of hazards as encountered.</p>
<p>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.</p>	All Low	<p>Make sure Hide is checked before group goes in.</p> <p>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.</p> <p>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.</p> <p>Make sure birds have been fed.</p>	<p>EEP staff (Site staff to inform of any vandalism when spotted)</p> <p>EEP staff</p> <p>??</p>
Berries, nettles and fungi - children may poison themselves or get stung.	Low	Warnings. Not to touch nettles, and don't eat anything out on site.	Verbal warnings by:

The Hazard and its Location	Initial Level of risk	Controls to ensure risk level = low	Implementation / Monitoring by:
Brambles, thorns - risk of scratches, splinters, tripping		<p>Don't try and explore areas overgrown with brambles and nettles, Watch out for brambles overhanging the path</p> <p>Gloves offered / worn if doing conservation-type tasks or shelter building</p>	<ul style="list-style-type: none"> • School/ group staff before leaving. • EEP staff if occasion arises whilst outside <p>Hazard sheet</p>
Finger trapping, banged heads	Med	Remind group about sensible use of trap doors during minibeast hunt as required and to take care when moving any logs and stones. Remind pupils to avoid bumping into other students heads when bending down during minibeast hunting.	EEP staff to advise on use, as applicable. School/ group staff supervision.
Respect for the Environment: Risk of causing damage to plants/ animals	Med	School/ group 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 to pick flowers, move logs etc and why not!	EEP staff to monitor
Outdoors - traffic and cyclists out on site - risk of injury to pupils and /or cyclists	Med	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>Hazard sheet</p> <p>School staff</p>

The Hazard and its Location	Initial Level of risk	Controls to ensure risk level = low	Implementation / Monitoring by:
At certain times there may be construction work taking place on site.	Med	Any construction areas will be cordoned off. Remind children not to venture into any of these areas.	EEP staff and contractors to monitor.
SELF LED VISITS - risk of miserable/wet/hot/tired children having a bad experience on site. Risk of conflict of space (eg picnic area) and damage to habitats	Med	Advise schools seeking to self lead that they should book a room as a bare minimum and make a back-up plan for bad weather (eg coach must stay?). Info on website and in School programme leaflet re opportunities and restrictions (eg NO habitat work) on self led groups. SEPARATE PACK FOR SELF LED VISITS - contains additional info Schools bringing groups on self led visits should be given web link for more info when they book/ enquire.	EEP/ site staff have the same information.
Risk of tummy bugs from eating food left out in warm weather	Med	The essential visit information pack informs visitors that there are no refrigeration facilities on site, so visiting groups should take this into consideration when planning their visit/ lunch. A new 'picnic rescue' leaflet is now available with top tips on planning picnic lunches.	School/ group staff. EEP staff to ensure essential visit information is sent out. Group/ school staff sign to say they have read it on their booking form prior to their visit.
Occasionally education sessions may take place at a private woodland adjacent to RFC named 'Clamp's Coppice' please see additional hazards & controls below.			
Risk of harm accessing site i.e. crossing road	Med		
<ul style="list-style-type: none"> blind bend from Ros village direction 		<ul style="list-style-type: none"> Site check above to check egress clear of trip hazards and size of puddle 	

The Hazard and its Location	Initial Level of risk	Controls to ensure risk level = low	Implementation / Monitoring by:
<ul style="list-style-type: none"> the large puddle by Geoff's entrance the speed of drivers coming from both directions 		<ul style="list-style-type: none"> Exit through RFC boundary hedge (nr compound gate) directly opposite Clamp's Coppice entrance to be used, negating need for walking along the road All staff to wear Hi Vis tabbards organised crossing co-ordinated from RFC side by EEP staff on both outward and return crossing. X1 staff member stationed near RFC exit to make oncoming traffic aware, x1 staff member on RFC side of road to see around bend. Students to be crossed in group with own school adult, one group at a time. 	
Machinery on site (stationary)	Low	<ul style="list-style-type: none"> Students and teachers advised not to approach or touch any machinery 	
Pest control equipment i.e. squirrel traps and rabbit proof fence	Low	<ul style="list-style-type: none"> Location where the equipment located avoided for KS1 & Lower KS2 Equipment may used as a teaching aid on invasive species for upper KS2 and above; equipment to be observed under adult supervision and from a safe distance (no closer than 2m) 	
Damage to or unauthorised access to Clamp's Coppice	Med	<ul style="list-style-type: none"> 'Leave no trace' principles applied to all sessions except shelter building where minimal trace to be left Location and principles agreed for den building must be adhered to (see note to staff 4/11/20) Arrangements for gate access must be adhered to to prevent unauthorised access to the site Participants must be told that it is a private wood and we have special permission to use it, but can't go back in on other days. 	