



## Brown Bear Forest School

### Risk Assessment Form for Forest School Site at Old Buckenham Community Primary School

#### Description of the site:

Area is owned by Old Buckenham Community Primary School and is within their school grounds surrounded by fences, hedges and gates. The site is used by the school. Large fauna cannot access the area, however smaller fauna such as cats, hedgehogs, foxes and rabbits can enter. There is no access for vehicles into the woodland area. There is a pond area secured behind fencing, hedging and a locked gate. There is a fire pit area outside of the woodland area.

Carried out by: **Debbie Stimpson**  
Forest School Leader

Assessment Date: **April 2015**

#### Risk Ranking:

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

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

Task Activity Area	Hazard	Who's at Risk	Controls in Place	Risk	Further Controls Needed <u>Always</u> if Risk is Medium or High	Residual Risk	Who to Action Completion Date
Forest School – General Group	Low branches – minor injury (scratches, stings)	ALL	Brief children and staff/helpers on avoiding low branches on pathways and entrances to wooded areas.	M	Pathways and entrances to wooded areas checked prior to session / activities / participant arrival.	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.	M	Pathways checked prior to lessons / activities / participant arrival.	L	FSL On-going
	Berries – poisoning	ALL	Nil by mouth policy in place. Hand washing policy in place.	H	All adults assisting to ensure policy is adhered to by the children attending forest school.	L	FSL On-going

Task Activity Area	Hazard	Who's at Risk	Controls in Place	Risk	Further Controls Needed <u>Always</u> if Risk is Medium or High	Residual Risk	Who to Action Completion Date
Forest School – General Group  Continued...	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.	M	First Aider at all activities throughout forest school sessions	L	FSL On-going
	Falling Deadwood – minor to serious injury	ALL	Pre-activity visit by forest school leader and staff / helpers to identify areas to avoid.	M/H	Identified areas cordoned off from forest school activity sessions.	L	FSL On-going
	Litter – minor injury	ALL	Children briefed on correct places to put litter and other general waste at the forest school session.	M	Removal of litter and other hazards prior to forest school session starting.	L	FSL On-going
	Rabbit / Mole Holes – trips and falls, minor injury	ALL	Brief children on moving around the site area safely, ensure appropriate clothing and footwear is worn.	M	Pathways checked prior to all lessons / activities / participant arrival.	L	FSL 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 sessions and participants arrival for any debris or newly grown brambles.	L	FSL On-going
	Animal faeces – minor illness	ALL	Brief children on moving around forest area, ensure appropriate footwear and clothing is worn.	M	Pre-activity checks prior to sessions and children and participants arrival. Children encouraged to wash hands after sessions.	L	FSL On-going
	Strangers – abduction, lost child	ALL	Brief children on actions to take when and if encountering strangers at the forest school site. Clear boundaries set for all activities with appropriate close supervision.	L	DBS 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 activities / sessions.	L	FSL On-going

<b>Task Activity Area</b>	<b>Hazard</b>	<b>Who's at Risk</b>	<b>Controls in Place</b>	<b>Risk</b>	<b>Further Controls Needed</b> <i>Always</i> if Risk is Medium or High	<b>Residual Risk</b>	<b>Who to Action</b> Completion Date
Forest School – General Group  Continued...	Weather – too hot (sunburn, heat exhaustion), too cold (hyperthermia), too wet (hyperthermia), too windy (falling branches, debris in eyes)	ALL	Brief children, staff / helpers on appropriate clothing, footwear, suitable creams dependent on weather conditions.	H	Weather checks prior to forest school session. Cancel session if weather conditions severe. Move session to indoor space.	L	FSL On-going

Task Activity Area	Hazard	Who's at Risk	Controls in Place	Risk	Further Controls Needed <u>Always</u> if Risk is Medium or High	Residual Risk	Who to Action Completion Date
Fire and Cooking	Starting the fire – burns and scalds	ALL	Brief children on the dangers and correct method of igniting. Safety cordon in place around fire.	M	Adult supervision (FSL) for all fire lighting exercises. Correct fire lighting methods enforced at each session. Set safety cordon area in place.	L	FSL On-going
	Whilst fire alight – slips, trips, falls	ALL	Brief children, staff / helpers on safe standing / sitting / moving around distance from fire.	M	Forest school leader or representative to construct fire pit and cordon off site area for children. Group shown safe area for standing, sitting and general movement distance from fire prior to ignition.	L	FSL On-going
	Fire spreading – burns, scalds, forest fire	ALL	Brief children, staff / helpers on safe standing / sitting / moving around distance from fire.	M	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 On-going
	Hot equipment / utensils and hot water – burns and scalds	ALL	Brief children, staff / helpers on safe methods for handling and transporting all hot items.	M	Implements / utensils provided for use of the removal of hot items from the fire. Forest school leader or representative to demonstrate safe practice	L	FSL On-going
	Toxic fumes and explosions – burns, scalds, minor injury / illness	ALL	Brief children, staff / helpers on safe practices – no unnatural items to be placed on or into the fire at any time.	M	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 On-going
Collecting 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	Correcting 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 On-going

Task Activity Area	Hazard	Who's at Risk	Controls in Place	Risk	Further Controls Needed <u>Always</u> if Risk is Medium or High	Residual Risk	Who to Action Completion Date
Collecting Natural Materials  Continued...	Fungi / toxic plants – poisoning, minor illness	ALL	Nil by mouth policy in place. Hand washing policy in place.	M	All adults assisting to ensure policy is adhered to by the children attending the forest school session. Children monitored closely by adult staff.	L	FSL On-going
	Insects 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	M	All adults made aware of possible allergies. Forest school leader trained in the use of epi-pen. All adults advised of areas to avoid on activities by forest school leader. First Aider present throughout activities / sessions.	L	FSL 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 be 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 On-going

### Emergency Arrangements

**Serious Accident:** Seek additional adult help, provide first aid, call ambulance 999, inform parents (next of kin). Return all other children into the classroom, keep them calm, read stories, sing songs etc. Write up accident report form, inform HSE, assess risk assessment and make new adjustments for future.

**Minor Accident:** Provide first aid, complete accident report form, inform parents /carers, assess risk assessment and make adjustments for future.

**Weather change:** Make dynamic risk assessment, seek shelter or return to classroom.

### Safety Advice

**Clothing:** long trousers and long sleeves, warm clothing in cold weather, waterproof clothing in wet weather. Safety gauntlets at fire, work wear gloves for using tools and collecting rubbish. Spare clothing available in the classroom for emergencies.

**Communications:** Mobile phone or walkie talkies, member of staff to use land line in school office.

**First Aid:** FSL first aid kit to be taken for each visit. \* See *handbook for full list of what is needed.*

**Food and Drink:** wash hands before eating, sit for eating and drinking, take snack and drink for full sessions, take cups, wet wipes and kitchen roll.  
\* See *handbook for full list of what is needed.*

**Children's safety advice:** remind children of rules being outside. \* See *handbook for full list.*

**Staff safety advice:** Staff to discuss any worries before entering the site before each session and decide if it is safe to enter as a team. Consider weather, environment, state of site etc.

### Further Comments

The overall hazard rating for the site is low as long as health and safety guidelines are followed.

\*Forest School Handbook contains the operational plan for Forest School sessions.

\*Review site assessment form and update annually or before should incidents or changes occur.

Signature	Role	Date
D A Stimpson	Forest School Leader	April 2015