

## CHILDREN'S SERVICES RISK ASSESSMENT TEMPLATE FORM RATF-001

**Collecting Natural Materials Risk Assessment***(replace with more accurate title of risk assessment if required)*

To be completed using: Children's Services Safety Guidance Procedure SGP 01/07 (Risk Assessment)

<b>Location / Site</b>	Purbrook Infant School
<b>Activity / Procedure</b>	Collecting Natural Materials
<b>Assessment date</b>	24/05/17
<b>Assessment serial number</b>	Insert local serial/identification number for future reference

<b>Identify hazards</b>	Record all hazards that could cause harm or injury – add appropriate detail about the type and location of hazards
<b><u>Branches and roots</u></b>	<ul style="list-style-type: none"> <li>• Slips, trips and falls.</li> </ul>
<b><u>Lifting</u></b>	<ul style="list-style-type: none"> <li>• Back injury, muscle strain etc.</li> </ul>
<b><u>Insects and plants</u></b>	<ul style="list-style-type: none"> <li>• Stings and anaphylactic shock.</li> <li>• Rashes.</li> </ul>
<b><u>Litter and debris</u></b>	<ul style="list-style-type: none"> <li>• Cuts.</li> </ul>
<b><u>Faeces</u></b>	<ul style="list-style-type: none"> <li>• Infection and disease.</li> </ul>
<b><u>Uneven ground</u></b>	<ul style="list-style-type: none"> <li>• Slips, trips, falls.</li> <li>• Sprains, strains, breaks.</li> </ul>
<b><u>Low branches and trees</u></b>	<ul style="list-style-type: none"> <li>• Banging, poking, grazing, scratches.</li> <li>• Damaging eyes.</li> </ul>

<p><b><u>Lifting and swinging sticks</u></b></p> <ul style="list-style-type: none"> <li>Bangs, pokes, scratches to eyes.</li> </ul>
<p><b><u>Fungus</u></b></p> <ul style="list-style-type: none"> <li>Poison</li> </ul>
<p><b><u>Toxic plants</u></b></p> <ul style="list-style-type: none"> <li>Poison</li> </ul>

<b>Identify people at risk</b>	Circle boxes where persons may be affected by hazards	
<b>Employees</b>	<b>YES</b>	<b>NO</b>
<b>Visitors</b>	<b>YES</b>	<b>NO</b>
<b>Contractors</b>	<b>YES</b>	<b>NO</b>
<b>Vulnerable persons</b>	<b>YES</b>	<b>NO</b>
<b>Pupils</b>	<b>YES</b>	<b>NO</b>

<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

<p><b><u>Branches and roots</u></b></p> <ul style="list-style-type: none"> <li>Forest site risk assessment completed.</li> <li>Group to be made aware of potential hazards before entering Forest.</li> </ul>
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<p><b><u>Lifting</u></b></p> <ul style="list-style-type: none"> <li>Follow lifting guidelines.</li> <li>All adults to be made aware of procedures prior to session.</li> <li>Students reminded of lifting guidelines throughout session.</li> </ul>
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<p><b><u>Insects and plants</u></b></p> <ul style="list-style-type: none"> <li>Area checked and risk assessed before session.</li> <li>Leader to make others aware of area of areas that contain stinging plants and insects.</li> <li>Check children's medical records.</li> </ul>
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<p><b><u>Litter and debris</u></b></p> <ul style="list-style-type: none"> <li>Area checked and risk assessed before session.</li> <li>Adults to remove any litter or debris from area using gloves.</li> </ul>
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## CHILDREN'S SERVICES HEALTH & SAFETY

- Rubbish bags to be taken into forest in equipment bag.

### Faeces

- Area checked before session.
- Any faeces removed using gloves.
- Poo bags to be taken into forest in equipment bag.
- Students are to inform an adult if they see any faeces and reminded that they must not touch it.

### Uneven ground

- Area risk assessed to identify potential hazards.
- Group made aware of potential hazards before entering the forest.

### Low branches and trees

- Areas checked for eye height branches and avoided if possible.
- Children advised of the hazards that branches may cause.
- Show children how to safely move branches for others in the group when passing in the forest.

### Lifting and swinging sticks

- Follow the lifting and moving wood procedures.
- Show children how to lift and carry sticks correctly.
- Children to not lift sticks and branches above waist height unless building a den.
- Adults to monitor situations where branches are being used.

### Fungus

- Area checked and risk assessed before session.
- Identify any fungi and restrict use of area.
- Children to look at pictures of fungi and told **No Pick, No Lick**.

### Toxic Plants

- Area checked and risk assessed before session.
- Identify any toxic plants and restrict use of area.
- Children to look at pictures of toxic plants and told **No Pick, No Lick**.

<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**CHILDREN'S SERVICES HEALTH & SAFETY**

<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate
<p>Before each session the site will be checked and cleared where necessary. The Forest School leaders will ensure that they have access to up to date identification guides for fungi and plants. The equipment bag for each session will contain gloves, rubbish bags and poo bags for disposal of litter, debris or faeces. Individual risk assessments for vulnerable children and adults will be completed with regards to collecting natural materials.</p>	

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Emma Owen and Lucy Rolfe	E Owen L Rolfe	24.05.17

<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate

<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks