

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

**Building Shelters Risk Assessment**

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>	Building shelters
Building shelters	
<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>Woodland site</u></b>	
<ul style="list-style-type: none"> <li>• Harm caused by branches, terrain etc</li> </ul>	
<b><u>Collecting natural materials</u></b>	
<ul style="list-style-type: none"> <li>• Pokes, grazes, sprains, twists, strains</li> </ul>	
<b><u>Knots slipping</u></b>	
<ul style="list-style-type: none"> <li>• Rope burn, bumps from falling wood</li> </ul>	
<b><u>Shelters collapsing</u></b>	
<ul style="list-style-type: none"> <li>• Rope burn, bumps from falling wood</li> </ul>	
<b><u>Branches sticking out from shelter</u></b>	
<ul style="list-style-type: none"> <li>• Poking eyes and body parts on shelter</li> </ul>	
<b><u>Branches in shelter at head height</u></b>	
<ul style="list-style-type: none"> <li>• Banging heads</li> </ul>	
<b><u>Branches, roots, string or rope</u></b>	
<ul style="list-style-type: none"> <li>• Trips and falls</li> </ul>	
<b><u>Injury from use of tools</u></b>	
<ul style="list-style-type: none"> <li>• Cuts</li> </ul>	

<p><b><u>Lifting heavy items</u></b></p> <ul style="list-style-type: none"> <li>• Back injury, muscle strain etc</li> </ul>
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Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	<b>YES</b>	<b>NO</b>
Visitors	<b>YES</b>	<b>NO</b>
Contractors	<b>YES</b>	<b>NO</b>
Vulnerable persons	<b>YES</b>	<b>NO</b>
Pupils	<b>YES</b>	<b>NO</b>

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

**Woodland site**

**Harm caused by branches, terrain etc-** Woodland Site specific Risk Assessment completed. The group will be made aware of aspects highlighted in the Woodland's Site Risk Assessment. Forest School Leader to ensure that aspects from the Woodland's Risk Assessment are highlighted.

**Collecting natural materials**

**Pokes, grazes, sprains, twists, strains-** Collecting Natural Materials Activity Risk Assessment completed. The group will be made aware of aspects highlighted in the Collecting Natural Materials Activity Risk Assessment. The Forest School Leader needs to ensure all areas are covered before the activity begins.

**Knots slipping**

**Rope burn, bumps from falling wood-** Specific knots and lashings are used for larger shelters. Groups to have practiced and understood lashings before being involved in larger scale constructions. Forest School Leader to check groups understanding of knots and lashings before construction begins. Do not complete activity if unsure.

**Shelters collapsing**

**Rope burn, bumps from falling wood-** Group advised on how and where to construct their shelters. Site chosen and materials being used must be appropriate to the type of shelter being made. Diameter of materials used above head height not to exceed that of the supporting branches. Forest School Leader and adults to monitor shelters being made closely to identify support amendment to potentially hazardous shelters. Forest School Leader and adults to check the shelters before they are used.

**Branches sticking out from shelter**

**Poking eyes and body parts on shelter-** Group advised to avoid using materials with potentially dangerous spikes on them. Materials being used to be monitored by Forest

School Leader and other adults. Ensure that group is aware of potential hazards.

**Branches in shelter at head height**

**Banging heads-** Group advised not to run or move quickly in or out of the shelters. Forest School Leader and other adults to monitor shelters closely highlighting potential hazards.

**Branches, roots, string or rope**

**Trips and falls-** Procedures are followed to ensure equipment being used for shelters is being stored appropriately. Group are aware of how they should be stored to avoid trip hazards occurring. Forest School Leader and adults to ensure area is being kept clear and free from potential trip hazards. Ensure that group is aware of potential hazards.

**Injury from use of tools**

**Cuts-** Procedures are followed for tools used before activity begins. Children given tool talk and instructed how to follow Safe Tool Use procedures to ensure area is kept safe and tools handled correctly. Forest School Leader and adults to monitor use of tools and ensure that safety equipment is worn.

**Lifting heavy items**

**Back injury, muscle strain-** Lifting procedures and policy to be followed **see Annexe....** All adults to be made aware of procedures prior to session and asked to remind children throughout. Group to practice lifting techniques and to be encouraged to work as a team to carry heavier items. Forest School Leader to ensure group are confident in lifting techniques before any heavy lifting.

<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>

<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate
On the day risk assessments will take place when planning to build shelters. Individual risk assessments for vulnerable children and adults will be completed with regards to shelter building. Forest School Leaders will assess if the weather conditions are appropriate to build a shelter.	

<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
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**CHILDREN'S SERVICES HEALTH & SAFETY**

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<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
Lara Jelliff		02/09/17

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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<b>Review date</b>	<b>Reviewed by</b>	<b>Reviewer signature</b>	<b>Remarks</b>
06/09/18	Lucy Rolfe		
10/09/19	Lucy Rolfe		
10/11/20	Lucy Rolfe		
13/09/21	Lucy Rolfe		
30/09/22	Lucy Rolfe		