

CHILDREN'S SERVICES RISK ASSESSMENT TEMPLATE FORM RATF-001

Site Risk Assessment

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

Location / Site	Purbrook Infant School
Activity / Procedure	Site
Assessment date	24.05.17
Assessment serial number	Insert local serial/identification number for future reference

Identify hazards	Record all hazards that could cause harm or injury – add appropriate detail about the type and location of hazards
<u>Slope</u>	<ul style="list-style-type: none"> • Slips, trips.
<u>Manhole covers</u>	<ul style="list-style-type: none"> • Slips, trips.
<u>Hedgerow</u>	<ul style="list-style-type: none"> • Wasps, bees. • Ingestion. • Scratches.
<u>Learning Lodge</u>	<ul style="list-style-type: none"> • Splinters. • Falling down. • Litter.
<u>Forest</u>	<ul style="list-style-type: none"> • Low light. • Low branches. • Trips. • Uneven ground.

<p><u>Strangers</u></p> <ul style="list-style-type: none"> • Litter, debris. • Potential sharp objects.
<p><u>Wild Animals</u></p> <ul style="list-style-type: none"> • Fox and faeces.
<p><u>Old or dead trees</u></p> <ul style="list-style-type: none"> • Breaking/falling.
<p><u>Ticks</u></p> <ul style="list-style-type: none"> • Tick bite. • Lymes disease.
<p><u>Insect bites and stings</u></p> <ul style="list-style-type: none"> • Wasps, bees, horseflies
<p><u>Toxic plants and fungi</u></p> <ul style="list-style-type: none"> • Ingestion. • Rashes. • Stings.
<p><u>Inclement weather</u></p> <ul style="list-style-type: none"> • High wind. • Cold. • Thunder and lightning. • Heat/sun. • Heavy rain. • Flooding.

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

Existing level of risk	Consider current level of risk
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CHILDREN'S SERVICES HEALTH & SAFETY

HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><u>Slope</u></p> <ul style="list-style-type: none"> • Discuss with children how to approach the slope safely and the best way to traverse. 			
<p><u>Manhole covers</u></p> <ul style="list-style-type: none"> • Check condition before session. • Make group aware of potential trip hazard. • If needs maintenance make caretaker aware by recording in book and do not use area. 			
<p><u>Hedgerow</u></p> <ul style="list-style-type: none"> • Check condition before session. • Be aware of seasonal changes to plants. • No pick, no lick. • Make on the spot risk assessments regarding amount of bees/wasps around the hedgerow. • Be aware of any children or adults who may have allergies. 			
<p><u>Learning Lodge</u></p> <ul style="list-style-type: none"> • Check condition of building and area before each session. • Remove any litter or debris using gloves. 			
<p><u>Forest</u></p> <ul style="list-style-type: none"> • 'No entry outside of Forest School session' signs added to minimise people using the area unsupervised. • Make children aware of trip hazards. • Be aware of low hanging objects e.g. at eye height- if needed mark any hazards with a bright string • No running inside of the Forest School area. 			
<p><u>Strangers</u></p>			

CHILDREN'S SERVICES HEALTH & SAFETY

- Check the site before the session and remove any litter or debris using gloves.
- Be aware of the possibility of hazardous items e.g.: sharps.
- Remind the children of 'stranger danger'.
- Politely challenge any unauthorised persons near the site.
- Always carry a charged portable radio, switched on. Channel 5 is working channel.

Wild Animals

- Be aware that the fox may be active around the site.
- Avoid areas that it is using.
- Carry poo bags and check site for faeces before the session.
- Brief children on not touching any poo and telling an adult immediately.
- Children must inform an adult immediately if they see the fox and must be told not to approach it.
- If the fox is seen, recall all children and adults to the pre-agreed muster point for that session.

Old or dead trees

- Identify any old or dead trees and monitor.
- Encourage the group to identify old or dead trees and not use them for fastening or climbing.

Ticks

- Educate children and adults on the risks of tick bites and how to avoid this.
- Ensure adults and children have long socks, trousers and long sleeved tops on to reduce the risk of tick bites.
- Advise parents and adults as to the identification, checking and treating of tick bites.
- Lyme Disease information poster to readily available.

Toxic plants and fungi (see Natural Materials Risk Assessment)

- Check the site before each session and identify any hazards.
- Maintain up to date identification resources.
- Be prepared to avoid areas during activities.
- Make children in the group aware of any hazards.

Inclement weather (see Poor Weather Procedures)

- Before each session the local weather forecast will be checked.

CHILDREN'S SERVICES HEALTH & SAFETY

- On the spot risk assessments will be made if the weather conditions change.
- All adults to be aware that weather conditions can change suddenly.
- All participants should be adequately prepared for any weather.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Assessor's comments	Insert comments relevant to findings as appropriate
Before each session the Forest School leader will carry out a site assessment and respond to any hazards appropriately.	

Name of assessor	Signature of assessor	Date
Emma Owen and Lucy Rolfe	E Owen L Rolfe	24.05.17

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date
	L. Jelliff	02/09/17

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
06/09/18	Lucy Rolfe		
10/09/19	Lucy Rolfe		Updated re: radio use
10/11/20	Lucy Rolfe		
13/09/21	Lucy Rolfe		

CHILDREN'S SERVICES HEALTH & SAFETY

30/09/22	Lucy Rolfe		Updated re: signage and no running rule.
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