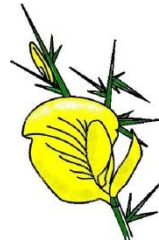




GORSEFIELD RURAL STUDIES CENTRE

RISK ASSESSMENTS



Introduction to risk assessments

The majority of residential visits embarked upon by schools will be to an outdoor centre providing a variety of curricular or adventurous activities. A school may choose to visit a field study centre, an environmental education centre, an outdoor pursuit centre or any hybrid thereof. In all these cases the risk assessment and risk management process is specific to the centre and the activities that you have planned. There are, however, basic principles. A school is responsible for assessing the risks of all the activities that don't involve the setting directly eg: travelling to and from a facility or visiting an additional attraction. The providing centre is responsible for assessing the risks of all the activities it provides eg: cycling.

The safety critical area is the overlap and times of non-directed activity. It is important to be clear who is responsible for what. For example, an orienteering session run in the afternoon by centre staff is the responsibility of the centre, whereas a night walk run by school staff, is the responsibility of the school. The school must provide the risk assessment for this activity. A supportive centre will have a generic assessment for this activity and a safety procedure to which the staff have access. The school may use this as long as there is evidence that they are working to the procedure. School or visiting staff have to assess their own experience and competence to run activities for themselves in this unfamiliar setting.

Gorsefield has a risk assessment for each activity that we offer to schools. These are updated regularly and reviewed once a year or as necessary. The 'risk' level reflects a combination of the likelihood of an event occurring and the severity of the consequences should an accident occur. The 'risk' listed on our risk assessments reflects the risk level once the 'control measures' have been put in place. We also have a number of risk assessments associated with a residential stay more generally.

Contents:

Additional groups on site
Adventure playground
Archery
Barbeque
Blindfold trail
Campfire cooking
Cooking
Countryside walk
Crossing roads
Cycling
External visits
Farm visit (Daisy May's)
Forest Schools
Gardening
Gorsefield house
Mini-beast collecting
Mountfitchet Castle
Orienteering
Pond dipping
Residential visits
Rolling down the hill
Shelter building- elastic bands and bamboo
Shelter building- natural materials
Swing
Team building
Tree house
Unstructured play and free time
Using the train
Village study
Walking in country lanes
Willow weaving

Activity: Additional groups on site	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
<p>Hazard identified</p> <p>Conflict in facilities, over demand and joint use</p> <p>Security of personal property</p> <p>Inappropriate interaction between groups/ individuals</p>	<p>Consequence</p> <p>Sense of being unsafe, unfamiliar faces, stranger danger</p> <p>Theft, damage</p> <p>Emotional hurt, fear, worry, injury</p>	<p>Risk level</p> <p>Low</p> <p>Low</p> <p>Low</p>	
<p>Control measures in place</p> <p>All people on site to be made aware of other groups also using the premises</p> <p>Adequate supervision of children and visitors</p> <p>Sport etc. to be supervised and stopped if deemed unsafe</p> <p>Visitors to be made aware of rules, facilities, what to do in event of problems etc.</p> <p>Where possible, visiting groups to use workshop facilities</p> <p>Register of visiting groups</p>			<p>Control to be implemented by:</p> <p>Gorsefield staff</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Gorsefield staff</p> <p>Teacher/staff member leading session</p> <p>Gorsefield staff</p>
<p>School staff signature</p>			<p>Date</p>

Activity: Adventure playground	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Falling from high equipment Trapping arms/limbs Being hit by child using equipment Slipping on wet equipment Cuts or splinters from equipment Equipment collapse	Consequence Collision/ injuries Breaks/ dislocations/ bruising Concussion/bruising Breaks/ dislocations/ bruising/ cuts Cuts, splinters Crushing	Risk level Medium Low Low Low Low Low	
Control measures in place All equipment constructed by authorised contractor Surface below made from appropriate material/of appropriate depth and regularly maintained Children supervised at all times: Equipment checks made regularly Group size appropriate to use and supervision Playground assessed in wet weather and access restricted if necessary		Control to be implemented by: Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session	
School staff signature			Date

Activity: Archery	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Misuse of archery equipment String of bow making contact with arm Entering restricted areas without permission Inattentive behaviour Inappropriate weather conditions	Consequence Injury to self or other Bruising Injury Injury to self or other Hypothermia/ sunburn	Risk level Medium Low Low Low Low	
Control measures in place Area checked prior to activity Clear outlines given before activity Pupils supervised by more than one adult if possible. Ratios no greater than 1:12 Any pupils failing to comply to rules removed from activity Archery instructed by qualified/ trained staff. Internal training given on a yearly basis to existing staff. Movement by non-participants restricted around archery range- everyone on site made aware that archery is taking place		Control to be implemented by: Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Head of Centre Teacher/staff member leading session	
School staff signature		Date	

Activity: Barbeque	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Burn from touching BBQ BBQ collapsing Crowded BBQ area Unattended BBQ Storage of matches/lighters Burns due to eating hot food Food poisoning	Consequence Burn Burn Burn Burns Burns, inappropriate use of matches Burns Sickness	Risk level Low Low Low Low Low Low Low	
Control measures in place BBQ instructions given to visiting staff when centre staff are absent Only adults to cook and transport food BBQ inspected and cleaned prior to use and replaced when necessary Access to BBQ zone restricted BBQ not left unattended while lit Matches/lighter brought out and returned to secure location Food presented on plastic plates Food thoroughly cooked/ pre-cooked in oven and temperature not allowed to fall Children kept away from BBQ while cooling.			Control to be implemented by: Centre staff Person in charge of BBQ Centre staff Person in charge of BBQ Person in charge of BBQ Person in charge of BBQ Person in charge of BBQ Person in charge of BBQ
School staff signature			Date

Activity: Blindfold trail	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Wooden posts Blindfolds Uneven ground Stinging plants Rope Trees, branches, shrubs	Consequence Head injury, splinters, bruises Eye injury/ infection Tripping, falling Allergic reaction, sting Rope friction burn, entanglement Head injury, bruises, scratch	Risk level Medium Low Low Low Low Low	
Control measures in place Course to be checked by centre staff prior to use for trees, plants, rabbit holes, broken/ rope etc Blindfolds to be cleaned regularly Group size to be no more than 1:10 to ensure adequate supervision Group to be briefed on safety prior to start Posts to be padded where necessary- this will be monitored and adapted as required		Control to be implemented by: Gorsefield staff Gorsefield staff Teacher/staff member leading session Teacher/staff member leading session Gorsefield staff	
School staff signature			Date

Activity: Campfire cooking	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified	Consequence	Risk level	
Falling onto hot fire	Burn	Medium	
Touching hot material	Burn	Medium	
Flying or spitting wood/ ash	Burn	Low	
Tripping around fire area	Bruise/ cut	Low	
Hair and clothing	Burn/ damage to clothing	Low	
Smoke in eyes	Sore eyes	Low	
Cooking sticks	Allergic reaction or eye injury	Low	
Control measures in place		Control to be implemented by:	
Fire lit when all children are seated		Teacher/staff member leading session	
Fire size regulated by amount of material		Teacher/staff member leading session	
Movement around lit fire controlled		Teacher/staff member leading session	
Adequate distance between fire and seating		Teacher/staff member leading session	
Fire Boundaries defined		Teacher/staff member leading session	
Water available at location		Teacher/staff member leading session	
First aid available at location		Teacher/staff member leading session	
Site maintained and kept tidy. Canopy checked and fireproofed		Teacher/staff member leading session	
Cooking stick alternatives available		Teacher/staff member leading session	
Group size limited and appropriate staff ratio maintained		Teacher/staff member leading session	
Specific staff allocated to at-risk individuals		Teacher/staff member leading session	
Participants checked for appropriate dress		Teacher/staff member leading session	
School staff signature		Date	

Activity: Cooking	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
<p>Hazard identified</p> <p>Use of kitchen equipment, peelers, knives etc</p> <p>Raw eggs</p> <p>Hot oven and dishes</p> <p>Handling of food- foreign bodies & bacteria</p>	<p>Consequence</p> <p>Cuts</p> <p>Salmonella</p> <p>Burns</p> <p>Choking, food poisoning</p>	<p>Risk level</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
<p>Control measures in place</p> <p>Children to be supervised during food preparation</p> <p>Children to wash hands, cover cuts and remove rings etc prior to cooking</p> <p>Children to be told of the implications of eating raw egg and advised they must not eat the mixture and wash their hands after touching egg</p> <p>Food to be placed into/ removed from the oven by an adult</p> <p>Instructions to be given for the correct use of knives, peelers and other kitchen equipment</p> <p>Cooking surfaces to be cleaned before and after use</p>		<p>Control to be implemented by:</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p>	
<p>School staff signature</p>			<p>Date</p>

Activity: Countryside walk	Location: Off site	Date of assessment: January 2016	To be reviewed on: January 2017
<p>Hazard identified</p> <p>Individual getting lost</p> <p>Whole group getting lost</p> <p>Other walkers</p> <p>Tripping or falling</p> <p>Exposure to elements/weather</p> <p>Straying from known path</p> <p>Dogs/ animals</p> <p>Carrying wood</p> <p>Plants/ insects</p> <p>Shelter building- see separate risk assessment</p>	<p>Consequence</p> <p>Fear/ injury/ abduction</p> <p>Prolonged walk/exposure</p> <p>Inappropriate communication/ abduction</p> <p>Bruise/ cut/ strain</p> <p>Hypothermia/ dehydration/ sunburn</p> <p>Prolonged walk</p> <p>Fear/ bite</p> <p>Eye injury/ back strain</p> <p>Sting/ bite</p>		<p>Risk level</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
<p>Control measures in place</p> <p>Safety procedures and rules discussed with group</p> <p>Torches/first aid kit/mobile phones/ fluorescent bands available and taken as appropriate</p> <p>Route chosen to avoid major obstructions</p> <p>Appropriate supervision (front & back) and regular headcounts</p> <p>Instructions given on collecting and carrying wood</p> <p>Lost person procedure available for walk leader</p> <p>Centre aware of destination/ estimated time of return</p> <p>Weather forecast checked and suitable clothing worn by group</p> <p>Children with allergies identified and appropriate medication carried</p>			<p>Control to be implemented by:</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p>
<p>School staff signature</p>			<p>Date</p>

Activity: Crossing roads	Location: Off site	Date of assessment: January 2016	To be reviewed on: January 2017
<p>Hazard identified</p> <p>Collision with vehicle</p> <p>Restricted vision: parked cars/bends in road</p> <p>Poor light conditions</p> <p>Inattentive behaviour</p> <p>Poor communication</p> <p>Dogs</p>	<p>Consequence</p> <p>Fatality, severe injury</p> <p>Severe injury</p> <p>Severe injury</p> <p>Crossing at inappropriate moment, injury</p> <p>Not crossing together/confusion, injury</p> <p>Panic, collision with vehicle</p>		<p>Risk level</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Medium</p>
<p>Control measures in place</p> <p>Safety briefing given to adults and children</p> <p>Supervision by adults on all crossings</p> <p>Identification of road crossing procedure</p> <p>Fluorescent belts/ vests, mobile phone and first aid available</p> <p>Numbers of individuals restricted where appropriate</p> <p>Recognised suitable crossing places used</p>			<p>Control to be implemented by:</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p>
<p>School staff signature</p>			<p>Date</p>

Activity: Cycling	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified	Consequence	Risk level	
Uneven ground/ obstacles	Fall from bike- injury	Medium	
Collision with other cycles/ pupils	Cuts/ bruises etc	Medium	
Inappropriate weather condition	Skid/ fall from bike- injury	Medium	
Collision with vehicles on driveway	Injury	Medium	
Inattentive behaviour	Fall from bike- injury	Medium	
Excessive speed	Fall from bike- injury, collision	Medium	
Faulty equipment	Fall from bike- injury	Medium	
Obstacle course	Fall from bike- injury	Medium	
Control measures in place	Control to be implemented by:		
Cycle equipment checked and maintained on a regular basis	Gorsefield staff		
Groups instructed in a ratio not more than 1:12	Teacher/staff member leading session		
Member of school staff assisting cycle trainer to provide additional support/ encouragement	Teacher/staff member leading session		
Participants advised to wear a helmet and helmets checked by competent member of staff	Teacher/staff member leading session		
Participants given a bike of appropriate size	Teacher/staff member leading session		
Clothing of participants checked to ensure it is suitable	Teacher/staff member leading session		
Cycle track suitably maintained and fit for purpose	Gorsefield staff		
Incidents recorded and monitored to inform future safety decisions	Teacher/staff member leading session		
First Aid equipment available at centre	Teacher/staff member leading session		
Participants assessed for basic competence before being allowed out onto the cycle track	Teacher/staff member leading session		
Speed and direction of movement around the track monitored and areas requiring greater caution highlighted	Teacher/staff member leading session		
School staff signature	Date		

Activity: External visits eg Castle, Duxford, Cambridge	Location: Off site	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Transportation to visit Other members of the public Pupil getting lost Getting stranded Weather	Consequence See transport risk assessment Fear/ injury/ abduction Fear/ injury/ abduction Delayed return Hypothermia/ sunstroke		Risk level Medium Low Low Low Low
Control measures in place Pupils counted at regular intervals Children transported as per transport risk assessments Pupils to be adequately supervised Pupils to be dressed appropriately and equipped with adequate food/ water/ coats etc Risk assessments for external sites to be consulted when available			Control to be implemented by: Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session
School staff signature			Date

Activity: Daisy May's Farm	Location: External Visit	Date of assessment: January 2016	To be reviewed on: January 2017
<p>Hazard identified</p> <p>Animals</p> <p>Feeding and handling of animals</p> <p>Electric Fence</p> <p>Machinery & tools</p> <p>Hay bales</p> <p>Slippery and muddy surfaces</p> <p>Bus ride to farm see separate risk assessment.</p>	<p>Consequence</p> <p>Bruises, cuts from kicking or butting of animals, allergic reactions</p> <p>Bitten fingers, infections and diseases</p> <p>Mild electric shock</p> <p>Cuts, bruises, trips</p> <p>Fall from height, crush injury</p> <p>Slips, trip and falls</p>		<p>Risk level</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
<p>Control measures in place</p> <p>Clear instructions given to children on boundaries, animal feeding and handling technique, appropriate behaviour at the farm and the importance of washing hands</p> <p>Ensure all children have washed their hands before departure</p> <p>Gorsefield staff member to visually assess the farmyard prior to entry to ensure tools/ machinery are not accessible to children and all appropriate farm barriers are in place. Farm staff to advise group on the status of electric fence.</p> <p>Children who are prone to allergies advised to take/ carry the appropriate medicine</p> <p>Children to be supervised when climbing on hay bales to ensure that children do not stand on them, jump from bale to bale or accidentally trap other children between them.</p>			<p>Control to be implemented by:</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p>
<p>School staff signature</p>			<p>Date</p>

Activity: Forest School	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Weather Trip/ falls Insect bite or stung by plants Lifting or swinging sticks Campfire cooking- see separate risk assessment Tools- see separate risk assessment Countryside walk- see separate risk assessment Building shelters-see separate risk assessment	Consequence Hypothermia/ sunburn Bruise/ cut/ strain Allergic reaction/ sting/ bite Bruise/ injury to eye	Risk level (based on severity of hazard and likelihood of occurrence) Low Low Low Low	
Control measures in place Group equipped and dressed to deal with potential dangers arising from weather First aid available at location Site maintained and kept tidy Group shown wood collecting site and hazards identified Areas avoided that contain stinging plants and insects and children shown what plants may sting Clear instructions given on how to carry sticks/ equipment			Control to be implemented by: Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session
School staff signature			Date

Activity: Gardening	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
<p>Hazard identified</p> <p>Tools</p> <p>Stinging plants/ animals</p> <p>Poisonous plants/ allergies</p> <p>Incorrect lifting/ bending</p> <p>Infection of existing cut</p>	<p>Consequence</p> <p>Cuts, bruises, eye injury, impalement</p> <p>Allergic reaction, sting/ bite</p> <p>Sickness, poisoning, allergic reaction</p> <p>Back injury</p> <p>Infection</p>	<p>Risk level</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
<p>Control measures in place</p> <p>All participants to be instructed in correct use of tools and storage when not in use</p> <p>Gardening area to be kept clear of stinging/ dangerous plants</p> <p>Groups size to be appropriate for age/ level of ability</p> <p>Participants to be instructed on good manual handling technique and tasks to be varied to stop repetitive straining</p> <p>Participants checked for open wounds on hands</p>		<p>Control to be implemented by:</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p>	
<p>School staff signature</p>			<p>Date</p>

Activity: Gorsefield house	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Contact with hazardous substances Movement around the house Furniture, doors, windows Electrical equipment Kitchen and wash up area	Consequence Burn, poisoning, skin/eye irritation Trips, slips and falls Compression wounds, cuts, bruises, breaks Electrical shock Burns, chemical reactions, slips, cuts.	Risk level Low Low Low Low Low	
Control measures in place Hazardous materials kept to a minimum, stored, used and labelled appropriately. Clear rules regarding children moving around the house explained upon arrival. Corridors/ stairways kept clear of debris and any damage/ spillages dealt with Furniture/ equipment checked for damage and fixed/ removed as necessary Doors and windows fit for purpose and maintained and locking up procedure followed at night/ when the building is empty Health and safety procedures and testing schedule in place for gas, electricity and water Access to kitchen, wash up and basement areas restricted- no children permitted in the kitchen Fire safety systems maintained and checked periodically		Control to be implemented by: Centre staff Centre staff Centre staff Centre staff Centre staff Centre staff Centre staff	
School staff signature			Date

Activity: Mini beast collecting	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Handling biting/stinging insects Crushing fingers/feet under log Being stung or scratched by plants Trips/ falls whilst carrying equipment Inappropriate use of magnifiers	Consequence Swelling/ irritation Injury to nails/ fingers/ hands/ toes/ feet Swelling/irritation Bruising, grazing, sprain/break Burns		Risk level Low Low Low Low Low
Control measures in place Creatures identified and appropriate methods to catch and handle them used Harmful vegetation cleared Mini beast collection area identified and appropriately supervised Appropriate instructions given for use of equipment			Control to be implemented by: Teacher/staff member leading session Grounds maintenance Teacher/staff member leading session Teacher/staff member leading session
School staff signature			Date

Activity: Mountfitchet Castle	Location: Off site	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Walking to attraction Other members of the public Pupil getting lost 45cm deep unfenced ponds Steep slopes/ uneven ground Low beams Log fire Moving parts in head/ foot stocks, grindstone etc Animals	Consequence See walking on country lanes and crossing roads risk assessments Fear/ injury/ abduction Fear/ injury/ abduction Drowning Tripping/ injury Injury to head Burns Trapped fingers Fear, animal bite		Risk level Medium Low Low Low Low Low Medium Low Low
Control measures in place Pupils to be warned of hazards prior to visit Pupils to be transported as per transport risk assessments Pupils to be appropriately supervised Pupils to be dressed appropriately and equipped with adequate food/ water/ coats etc			Control to be implemented by: Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session
School staff signature			Date

Activity: Orienteering	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified	Consequence	Risk level	
Tripping or falling	Bruising, grazing, sprain/break	Medium	
Reduced direct supervision	Injury/incident not seen	Low	
Entering 'out of bounds' areas	Injury/ incident	Low	
Bites/stings/ scratches	Swelling/ bruises/ cuts/ allergic reaction	Low	
Getting lost/separated	Insecurity/ distress	Low	
Control measures in place		Control to be implemented by:	
Garden kept free of dangerous obstructions		Teacher/staff member leading session	
Dangerous areas locked/signed and boundaries identified		Teacher/staff member leading session	
Objects placed in appropriate places		Teacher/staff member leading session	
Pre activity briefing of children/adults		Teacher/staff member leading session	
Supervision by centre and visiting staff		Teacher/staff member leading session	
Children to work in pairs/ groups		Teacher/staff member leading session	
Finishing area/ time identified		Teacher/staff member leading session	
Appropriate levels of supervision given		Teacher/staff member leading session	
School staff signature		Date	

Activity: Pond dipping	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified	Consequence	Risk level	
Drowning	Death	Low	
Water transmitted diseases	Illness	Low	
Tripping/ falling in or around pond area	Bruises/ cuts/ getting wet	Low	
Animal bites or stings	Swelling/ irritation	Low	
Plant stings	Swelling/ irritation	Low	
Tripping/ being hit with equipment	Swelling/ irritation	Low	
Control measures in place		Control to be implemented by:	
Children checked for open wounds and disposable gloves issued if needed		Teacher/staff member leading session	
Equipment provided to extract mini-beast & participants instructed in correct use		Teacher/staff member leading session	
Instructions given to ensure hands are washed after session		Teacher/staff member leading session	
Supervision given at all times		Teacher/staff member leading session	
Group size limited		Teacher/staff member leading session	
Medical forms checked for allergy information		Teacher/staff member leading session	
Area kept clean, tidy and free from obstruction		Teacher/staff member leading session	
Nettles kept under control		Grounds maintenance staff	
Decking surface assessed prior to session to ensure suitability		Teacher/staff member leading session	
School staff signature		Date	

Activity: Residential centres	Location:	Date of assessment: January 2016	To be reviewed on: January 2017
<p>Hazard identified</p> <p>Taking part in activities during led sessions and free play</p> <p>Unfamiliar setting and environment</p> <p>Pupil absconding/ getting lost or abducted</p> <p>Emergency situations eg fire</p> <p>Meeting unfamiliar adults and children</p> <p>Children becoming ill eg food allergies, sickness</p>	<p>Consequence</p> <p>In any situation where you are working with children, incidents can happen. Working in an unfamiliar setting heightens the level of hazard and stress</p> <p>Breaks, cuts, dislocations etc</p> <p>Leaving safe areas, distress through being lost, group leader stress</p> <p>Pupil and staff distress, parental concern, injury due to lack of supervision</p> <p>Panic, injury, burns</p> <p>Distress, inappropriate interaction</p> <p>Sickness outbreak, individual vomiting, anaphylactic shock, emergency treatment.</p>		<p>Risk level</p> <p>Low</p> <p>Low</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p>
<p>Control measures in place</p> <p>Schools undertake pre visit checks which may involve visiting the centre, checking certification or quality badge status</p> <p>All activities and areas of the site and house to be risk assessed</p> <p>Clear information given to groups regarding site areas, boundaries, evacuation procedures.</p> <p>Identified clear handing over and locking up procedures including location of emergency contact details.</p> <p>Ensure school staff have relevant pupil information including medical details, information on allergies and emergency contact numbers. Identify a member of staff responsible for medication distribution.</p> <p>Set out a clear code of conduct with pupils and engage parents</p> <p>Ensure that staff are appropriately qualified and DBS checked</p> <p>Check procedures regarding shared areas and whole centre events</p> <p>Centre has knowledge of local health providers eg doctors, drop in clinic, hospitals</p>			<p>Control to be implemented by:</p> <p>School staff/ EVC coordinator</p> <p>Centre staff</p> <p>Centre staff</p> <p>Centre & Visiting staff</p> <p>School staff</p> <p>Centre & Visiting staff</p> <p>Centre & Visiting staff</p> <p>Centre & Visiting staff</p> <p>Centre staff</p>
<p>School staff signature</p>			<p>Date</p>

Activity: Rolling down hill	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Stinging plants Obstruction on hill Overcrowding on hill Weather conditions Surface of the hill (holes, bumps, mud etc) Lots of circular movement Animal waste	Consequence Sting, swelling, irritation Collision, bruising, cuts Collision with other, bruising, head injury Cold, hypothermia Collision, break, sprain, cut, bruising Nausea, dizziness Blindness/ sickness	Risk level Low Low Low Low Low Low Low	
Control measures in place Safety talk with children prior to rolling (identify heightened hazards when rolling in the dark) Limit number of children rolling Check hill before rolling Check appropriate clothing- sharp objects in pockets etc First aid available		Control to be implemented by: Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session	
School staff signature			Date

Activity: Shelter building- elastic bands & bamboo	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Moving bamboo canes Structure collapsing / moving in high winds Splinters or cuts from materials Dismantling structure Elastic bands being used inappropriately	Consequence Injury to eye, injury caused by tripping/ piercing Knocks to body Cut to hands/ arms Hit/ pierced by canes Eye injury		Risk level Medium Low Low Medium Low
Control measures in place Guidelines/safety talk to adults/children Rules identified for carrying bamboo Children told not to run/throw bamboo Children put in small groups, with appropriate supervision. Broken canes extracted, regular checks at beginning/end of activity Shelters checked before use Shelters dismantled by adults or pupils under supervision			Control to be implemented by: Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session
School staff signature			Date

Activity: Shelter building- Natural materials	Location: Off site- Alsa wood	Date of assessment: January 2016	To be reviewed on: January 2017
<p>Hazard identified</p> <p>Moving sticks</p> <p>Structure collapsing</p> <p>Splinters or cuts from materials</p> <p>Dismantling structure</p> <p>Hazards in forest area eg wire, litter, rabbit holes</p> <p>Limbs falling from trees</p>	<p>Consequence</p> <p>Injury to eye, injury caused by tripping/ piercing</p> <p>Knocks to body</p> <p>Cut to hands/ arms</p> <p>Hit/ pierced by wood</p> <p>Cuts to body, injury from tripping.</p> <p>Crush injury</p>		<p>Risk level</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Medium</p>
<p>Control measures in place</p> <p>Guidelines/safety talk to adults/children re boundaries/ size of wood</p> <p>Rules identified for carrying wood eg no running/ throwing</p> <p>Children put in small groups, with appropriate supervision.</p> <p>Shelters checked before use</p> <p>Shelters dismantled by group before departure</p> <p>Area for shelter building inspected prior to use</p>			<p>Control to be implemented by:</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p>
<p>School staff signature</p>			<p>Date</p>

Activity: Swing	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Swing in motion Mat beneath swing when it is wet	Consequence Bruising/ injury to body from falling or being hit by swing Slip and possible head injury from being hit by swing		Risk level Medium Low
Control measures in place Pupils briefed on use of swing at beginning of stay- 5 people max, take care when standing around swing area/ pushing, no jumping from swing Use of swing controlled in wet conditions when slipping on the mat beneath becomes an issue			Control to be implemented by: Teacher/staff member leading session Teacher/staff member leading session
School staff signature			Date

Activity: Team building	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
<p>Hazard identified</p> <p>Planks being dropped/ moved</p> <p>Crates being dropped/ moved/ thrown</p> <p>Barrel being stood on or moved</p> <p>Uneven ground</p> <p>Stinging plants, trees</p> <p>Ropes</p>	<p>Consequence</p> <p>Head injury, bruising, splinters</p> <p>Foot injury, grazes</p> <p>Foot injury, bruises, fall from height</p> <p>Trip, injury</p> <p>Allergic reaction, stings</p> <p>Eye injury, rope burns, entanglement</p>		<p>Risk level</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
<p>Control measures in place</p> <p>Pupils given safety briefing prior to each activity</p> <p>Equipment checked prior to use</p> <p>Group size limited as appropriate</p> <p>Activities set out in areas away from nettles, trees causing allergic reactions.</p> <p>Activities supervised by staff</p>			<p>Control to be implemented by:</p> <p>Teacher/staff member leading session</p> <p>Gorsefield staff</p> <p>Teacher/staff member leading session</p> <p>Gorsefield staff</p> <p>Teacher/staff member leading session</p>
<p>School staff signature</p>			<p>Date</p>

Activity: Tree house	Location: Gorsefield	Date of assessment: January 2016 (Closed at time of review awaiting work to be completed)	To be reviewed on: January 2017
Hazard identified Being at height Slipping on the ramp Splinters from wood Running down ramp	Consequence Fall causing broken bones/ bruising/ cuts Fall causing broken bones/ bruising/ cuts Splinter Possible collision with other children, slip/ trip		Risk level Medium Medium Low Low
Control measures in place Appropriate height railings around edge of ramp Use to be restricted during particularly heavy rain/ snow/ when ramp becomes slippery Railing to be checked for splinters, loose wood Non-slip surfacing to be maintained			Control to be implemented by: Gorsefield staff Teacher/ staff member supervising play Gorsefield staff Gorsefield staff
School staff signature			Date

Activity: Unstructured play and free time	Location: Gorsefield	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Getting lost/ leaving site Injury without supervision Meeting unfamiliar adults Using equipment inappropriately Entering out of bounds areas	Consequence Being hit by vehicles, meeting inappropriate people, stress to groups Delay in treatment and inappropriate intervention Abduction, fear Injury to self or others Drowning, chemical contact, collision with vehicle	Risk level Medium Low Low Low Medium	
Control measures in place Clear instructions given on first day about boundaries and procedures Pupils to tell adults where they are going and to not go alone Discuss with visiting staff appropriate supervision during free time Ensure equipment is appropriate and areas are maintained Ensure appropriate signage on gates and that gates are locked			Control to be implemented by: Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session
School staff signature			Date

Activity: Using the train	Location: Off site	Date of assessment: January 2016	To be reviewed on: January 2017
<p>Hazard identified</p> <p>Falling onto tracks</p> <p>Slipping between platform and train</p> <p>Pupil getting lost/ left on train</p> <p>Train accident</p> <p>Other members of the public</p> <p>Getting stranded</p>	<p>Consequence</p> <p>Injury</p> <p>Injury</p> <p>Fear/ injury/ abduction</p> <p>Injury</p> <p>Fear/ injury/ abduction</p> <p>Delayed return</p>		<p>Risk level</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p>
<p>Control measures in place</p> <p>Children to be counted on and off the train</p> <p>Children confined to a single carriage with adults at front and back</p> <p>Children instructed on safe walking and waiting on train platforms</p> <p>Driver of train informed of destination</p> <p>Where possible all children to be seated. If this is not possible children instructed to hold on securely</p> <p>Children to be assisted onto and off of the train particularly where gaps between train and platform are large</p>			<p>Control to be implemented by:</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p>
<p>School staff signature</p>			<p>Date</p>

Activity: Village study	Location: Stansted Mountfitchet	Date of assessment: January 2016	To be reviewed on: January 2017
Hazard identified Obstructions on pavements Inattentive behaviour Animals Strangers Separation of groups/getting lost Cars- road or mounting pavement Inappropriate behaviour of children Poor visibility in low light	Consequence Collision with vehicle, forcing other pedestrians onto the road Collision with vehicles, trip/ fall Animal bites/ stings/ scratches/ panic Abduction, inappropriate interaction Panic, delay Collision Insulted/ upset residents/ children Being hit by vehicles	Risk level Low Low Low Medium Low Medium Low Low	
Control measures in place Adults with children on all routes within village, including crossings Procedures for walking safely identified and adhered to Safe procedure for recording information identified Appropriate supervision given to groups at all times Safety talk with children, clear guide lines for behaviour given Reflective bands available for groups walking in low light		Control to be implemented by: Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session Teacher/staff member leading session	
School staff signature			Date

Activity: Walking in country lanes	Location: Off site	Date of assessment: January 2016	To be reviewed on: January 2017
<p>Hazard identified</p> <p>Collision with vehicles</p> <p>Tripping/falling</p> <p>Scratches/stings</p> <p>Inattentive behaviour</p> <p>Poor visibility</p> <p>Narrow/ non-existent paths</p>	<p>Consequence</p> <p>Fatality, severe injury</p> <p>Bruises/gazing</p> <p>Swelling/itching</p> <p>Increase risk of collision</p> <p>Collision with vehicle</p> <p>People forced into road/ ditch</p>		<p>Risk level</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Medium</p> <p>Medium</p> <p>Low</p>
<p>Control measures in place</p> <p>Safety briefing to adults and children</p> <p>Ensure routes are clear, identify crossings and footpaths</p> <p>Forward and rear supervision given</p> <p>Children walk on side facing oncoming traffic and in single file where appropriate</p> <p>Fluorescent belts worn in low light</p> <p>Mobile phone and first aid kit carried</p> <p>School discuss route with centre staff</p>			<p>Control to be implemented by:</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p>
<p>School staff signature</p>			<p>Date</p>

Activity: Willow weaving	Location:	Date of assessment: January 2016	To be reviewed on: January 2017
<p>Hazard identified</p> <p>Working with willow around other people</p> <p>Use of sharp implements</p> <p>Slipping on wet surface</p>	<p>Consequence</p> <p>Eye injury</p> <p>Cuts to hands</p> <p>Falling/ slipping</p>		<p>Risk level</p> <p>Low</p> <p>Low</p> <p>Low</p>
<p>Control measures in place</p> <p>Work in small groups in an appropriate space</p> <p>Willow distributed in an orderly fashion</p> <p>Appropriate supervision and instructions given when handling sharp implements</p> <p>Movement controlled around wet surface caused by wet willow</p>			<p>Control to be implemented by:</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p> <p>Teacher/staff member leading session</p>
<p>School staff signature</p>			<p>Date</p>