



Risk Assessment Form For FOREST Sessions

**Educational Visits/Out
of school Activities**

Identified/Potential Hazards	Risk L,M,H	Preventative Action/Measures to reduce risk	Risk L,M,H	Further Considerations/Measures necessary to reduce risk
TRIP DETAILS				
Poor supervision of children, silliness, rudeness, leading to problems/accidents.	H	Pupil/Teacher Ratio must be adhered to. This should be assessed bearing in mind the age and predictability of the children. Please check the policy for details. Pupil teacher ratio is: 1:8 for the EYFS age group	M	Increase the staff: pupil ratio if possible.
Missing pupil/pupils Lost Abduction	M	A head count of the party will be done before, at regular intervals during and on return to Nursery. Children will not walk around alone. Children are aware of the boundaries of the session	L	<u>Lost Children:</u> Whilst it is hoped that the level of supervision is such that this will not occur, it is important that they should be traceable easily. Smaller children will need close adult support Abduction is a risk that we all fear and regular checks of the presence of every member of the group should be carried out.
Possible contact with members of the public.	L	Pupils must not have unsupervised contact with members of the public.	L	Where ever possible the group should sit together or have designated teaching rooms without public access.
VENUE				
Hazardous areas on site, e.g. pond, Car Park, road, maintenance department buildings, low branches, rabbit holes, animal faeces.	M	Upon exiting the playground there will be a teacher at the front and back of the group. Children are made aware of the dangers of crossing roads and supported to do so carefully. Children's attention is drawn to the ground and possible hazards. Pupils will be supervised at all times.	L	<u>Risks Inherent in the Venue</u> It is important that these are looked for weekly by the leader of each group. This separate risk assessment should include details which could change due to weather conditions. These can be small or large risks. If the risks are perceived to be such that serious injury or death could result then it has to be assessed whether the session is appropriate.
Fire/Evacuation	L	Pupils will be taken to the assembly point as is highlighted in the schools policy. Each group leader will carry a mobile phone, so that they can be contacted should an emergency happen and they should NOT return to the school building.	L	Register taken and carried with the group leader. Group leader has mobile phone for contact by colleagues.



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TRAVEL & TRANSPORT				
Slips, Trips & Falls whilst walking	H	Children are to walk in a controlled manner and will be reminded about conditions under foot, especially if conditions are wet. Children should stick to designated footpaths whenever possible.	M	A pre-visit inspection should pay particular attention to the routes to be taken so that the risks are minimised by using only Pelican Crossings and working out the safest approach.
RTC – child hit by a vehicle.	L	When crossing roads, zebra/pelican crossings should be used if possible. The teacher will pick a straight open stretch of road, check the road is clear, enter the middle and guide the pupils across when it is safe to do so.	L	
ENVIRONMENTAL FACTORS				
Sun burn, heat exhaustion, dehydration	H	Children will avoid direct contact from the sun if possible. Sun cream will be used to protect exposed skin. Water bottles will be taken to the site. Sun hats to be worn.	M	Individual children asked to tell the teachers if they are feeling hot/thirsty. Teachers monitor behaviour. Ensure all children are drinking and staying in shaded areas.
Weather cold and/ or wet: causing shivering loss of feeling and collapsing.	H	Children will be dressed appropriately for the weather, wellie boots, waterproofs etc. If temperatures are particularly cold session time may be reduced. Hot drinks and shelter will be made available to the children.	M	Individuals asked to tell teachers if they are cold. Teachers monitor behaviour. If children become uncomfortable and cannot be warmed cut the session short and return to building.
Wet and muddy ground – possible slip or fall.	H	Children will be dressed appropriately for the weather. Their attention will be drawn to the conditions underfoot.	M	Session leader will do a pre-visit check prior to the session, if the conditions are not deemed safe the session will not take place in this part of the grounds. The children may visit another area where the risks re not in evidence.
Windy weather- debris in eyes.	M	Staff will conduct a weather check on the day of the session prior to the children going into the woods.	L	All staff have first aid training. School nurse is available if needed.
Very windy weather- falling branches.	H	Staff will conduct a weather check on the day of the session prior to the children going into the woods. IF THE WEATHER IS SEVERE DO NOT HOLD SESSION.	M	
Uneven ground- specifically when carrying items such as wood/sticks.	H	The children will be supervised at all times. Their attention will be drawn to the uneven ground.	M	The adults will ensure that they are carrying items which do not impair their vision.
Large branches and logs	H	The children will be supervised at all times. Their attention will be drawn to the hazard.	M	Adults will show the children how to travel around/ over these obstacles and therefore heighten their skills and reduce accidents.
Rope/sisal/string- possible trip hazard or rope burn	H	The children will be supervised at all times. Their attention will be drawn to the hazard.		Ensure gentle pulling of ropes. Remind group about safe use of ropes etc.
When entering shelters- falling branches, sticks and debris, possible injury.	H	Explain to the group that the weather can change if a shelter is safe. Show the children how to test a shelter before they enter.		Act out testing the shelter and make a decision if it is safe to enter.
Stinging nettles Brambles poisonous organisms insect bites/stings Pollen and unknown allergies. Consuming berries or other plants	H	The children will be supervised at all times. Their attention will be drawn to these hazards.	M	Adults to show the children how to 'trample' or 'hold back' the nettles/brambles with their wellies. Children will be made aware that we do not eat anything in the forest unless supervised by an adult, i.e. fruit gathering. Hand washing and had gel used as soon as we return to class. Children asked not to put hands in mouths.



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MEDICAL/FIRST AID/DIETARY				
Minor injuries, cuts and grazes	M	A designated first aider must be on the trip to provide basic first aid using an approved first aid kit. Any pupils that may have adverse bleeding or reactions to basic treatment must be identified before departure. The forest session leader will call to school for assistance from the school nurse if needed, or call for the emergency services if required.	L	
Allergic reactions to stings, bites or consuming vegetation	H	Medical information regarding pupil's medical history will be known to the adults leading the session. Children's attention will be drawn to plants which should not be touched or consumed. The children will be made aware that it is unsafe to put their fingers in their mouths whilst in the forest.	L	If a member of the group is bitten and the reaction is severe help will be called for from the school nurse. The forest first aid kit contains a hydrocortisone cream for minor stings.
Children with pre-existing medical conditions	M	Medical information regarding pupil's medical history will be known to the adults leading the session. If required extra support will be given to a child	L	If a child requires ongoing medication, this will be included in the planning for the session. The school nurse will be made aware of the session, it's timing etc.
Additional Hazards				
Using tools <ul style="list-style-type: none"> • Saws • Potato peelers • Files • Hammers and nails 	H	These items are not currently used in the forest. However should a visiting forest school leader use them with the group the children should be fully supervised at all times. Children should be shown how to use them carefully and be aware of their dangers.	M	Staffing ratios may be increased to allow for more support.
Lifting materials, such as rolling logs etc to find insects, could cause muscle strain.	M	Children will encouraged to do these kinds of activities with a friend or an adult. Adult supervision at all times.	L	Show children how to bend their knees and not their back for lifting activities. Group encouraged to ask for help. Children shown to try a lift first and if they can't manage ask for help.
Signed by Deputy Head		Signed by Trip Leader		All members of staff accompanying the trip must be made aware of the Risk Assessment