


Appendix 2 – site risk assessments

Site Name: Sutton Wildlife Area	Assessment carried out by: J. Wones
Postcode: NR12 9QP	Signature: Date: March 2016
Location Grid Reference: TG38255 23980	Reviewed: Sept 2022 by B. Moore Reviewed: April 2024 by A. Pell 

<u>Areas to Consider</u>	<u>What are the Hazards?</u>	<u>Who might be harmed & how?</u>	<u>Risk Level</u>	<u>Control Actions (What needs to be done, Who does it & by When?)</u>	<u>In Place?</u>	<u>New Level</u>
Access route to the site e.g roads, tracks etc	Partially gravelled path across the field that can become slippery when wet/muddy.	Children and adult helpers could fall or slip	M	FS leader walks the path as part of pre-session checks. If path is deemed slippery, then children will be taken across the grass to the site.	✓	L
Boundaries around the site: Eg. fence lines, ditches	Possible damage to the boundary fences, one of which backs onto a main road. Possible 'rubbish' dumped on grounds over fence (bottles, cans...)	Children and adults could be cut/injured by foreign objects to the site.	M	Make a site sweep before every session as part of pre-session checks, concentrating on perimeter fence area. Tell children not to pick up 'unexpected' items, but to inform an adult. Alert adult helpers to be vigilant.	✓	L

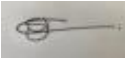
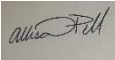
<p>Canopy layer</p> <p>e.g. hanging deadwood</p>	<p>Hanging deadwood</p>	<p>Children and adults could be struck by falling deadwood, potential head injury.</p>	<p>H</p>	<p>Make visual check before every outdoor session.</p> <p>Wooded area not to be used in high winds.</p> <p>Report any dangerous trees or branches to site manager to be dealt with.</p>	<p>✓</p>	<p>L</p>
<p>Shrub layer</p> <p>e.g thorny or poisonous species</p>	<p>Prickles and sharp snags where pruning has happened.</p> <p>Holly berries and prickles, brambles.</p>	<p>Children and adults may be cut, scratched or get splinters.</p> <p>Berries are poisonous if eaten.</p>	<p>M</p> <p>H</p>	<p>Warn children that they need to be alert and ‘feel’ the area.</p> <p>Play games away from bushes.</p> <p>Place tape on any large, protruding points, or zone off area using tape or rope to tell people it is out of bounds.</p> <p>Remind children to keep hands away from mouths at the start of each session. Insist on hand washing immediately after each session. Carry water for hands at snack times.</p>	<p>✓</p> <p>✓</p>	<p>L</p> <p>L</p>
<p>Field layer</p> <p>e.g hazardous plant species, trip hazards</p>	<p>Stings from nettles.</p> <p>Logs and large branches hidden by long grass.</p> <p>Poisonous fungi</p>	<p>Children and adults could be stung/poisoned and have an allergic reaction.</p>	<p>M</p>	<p>Remind children to look before they touch; teach them how to identify nettles and how the stings can be treated.</p> <p>Give safety talk to participants on poisonous plants/fungi.</p> <p>First aid kit on site.</p>	<p>✓</p>	<p>L</p>

<p>Ground layer</p> <p>e.g. uneven ground, slopes & surfaces, hidden obstacles</p>	<p>Grass bank and mound behind seating area can become slippery and muddy when wet.</p> <p>Hidden/unseen logs</p>	<p>Children and adult helpers could fall or trip causing cuts, grazes, injury to bone or muscles.</p>	<p>M</p>	<p>FS leader to check as part of daily site check</p> <p>Clear pathway to the seating area/fire circle</p> <p>Walking on the bank or the mound will not be allowed when it is excessively wet or muddy.</p> <p>Grass is cut regularly.</p> <p>Poles and long branches for den building are stored in the 'stick store' when not in use.</p>	<p>✓</p>	<p>L</p>
<p>Structures</p>	<p>Large poles and branches handled and moved to build</p>	<p>Children and adults suffering trips falls or breakages</p>	<p>M</p>	<p>The bird hide is aging and being assessed by A. Pell, who will discuss with our site manager about disrepairs and views to renovate or replace.</p> <p>The campfire-circle site was erected in the Summer of 2023 and A. Pell will monitor, assess and report any disrepair over time.</p>	<p>✓</p>	<p>M L</p>

<p>e.g. Shelters, camp area, rope structures, seating</p>	<p>shelters, collapse of shelter</p>		<p>H</p>	<p>Any structures created during the programme to be checked by FSL as part of daily site risk assessment procedure for security, stability and safety. Any unstable or unsafe structures to be dismantled or made safe.</p> <p>Children must ask if they need to use rope and it is then used under adult supervision.</p>	<p>✓</p>	<p>L</p>
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<p>Animals/insects</p> <p><i>e.g livestock, dogs, deer, ticks, wasps etc</i></p>	<p>Insect bites and stings</p>	<p>Children and adults could be stung and/or have an allergic reaction.</p>	<p>H</p>	<p>Safety talk to all at start of session, including any areas that maybe 'hot spots' for wasps/bees (FS leader to identify during daily site check)</p> <p>Consent forms to have details of any known allergies</p> <p>Medication specific to pupils available for any specific reactions and conditions – and school medication policy followed</p>	<p>✓</p>	<p>L</p>
<p>Seasonal Weather conditions</p> <p><i>e.g prevailing winds, extreme temperatures</i></p>	<p>Hypothermia, hyperthermia, sun burn</p>	<p>Children and adults start to feel unwell.</p>	<p>M</p>	<p>Weather forecast checked prior to session – FS leader will cancel session if weather is deemed severe (e.g. high winds)</p> <p>Group able to leave site by returning to school at any time should weather change.</p> <p>Participants are made aware of suitable clothing/kit before session starts</p>	<p>✓</p>	<p>L</p>

Woodland Site Risk Assessment Template

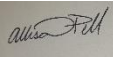
Site Name: Hickling Wildlife Area	Assessment carried out by: Sarah Cushion
Postcode: NR12 0XX	Signature Date: August 2022 
Location Grid Reference: G 41165 23792 What 3 words: Blown.nervy.boring	Reviewed: April 2024 by A. Pell 

<u>Areas to Consider</u>	<u>What are the Hazards?</u>	<u>Who might be harmed & how?</u>	<u>Risk Level</u>	<u>Control Actions (What needs to be done, Who does it & by When?)</u>	<u>In Place?</u>	<u>New Level</u>
Access route to the site e.g roads, tracks etc	Across the playground and then across the field that can become slippery when wet/muddy.	Children and adult helpers could fall or slip	M	FS leader walks the route as part of pre-session checks. Alternative route is taken if deemed slippery. Bark chippings can also be used on very muddy patches.	✓	L

<p>Boundaries around the site: e.g, fence lines, ditches</p>	<p>Possible damage to the boundary fences, one of which backs onto a quiet road. Possible 'rubbish' dumped on grounds over fence (bottles, cans...)</p>	<p>Children and adults could be cut/injured by foreign objects to the site.</p>	<p>M</p>	<p>Make a site sweep before every session as part of pre-session checks, concentrating on perimeter fence area. Tell children not to pick up 'unexpected' items, but to inform an adult. Alert adult helpers to be vigilant.</p>	<p>✓</p>	<p>L</p>
<p>Canopy layer e.g. hanging deadwood</p>	<p>Hanging deadwood</p>	<p>Children and adults could be struck by falling deadwood, potential head injury.</p>	<p>H</p>	<p>Make visual check before every outdoor session. Wooded area not to be used in high winds. Report any dangerous trees or branches to site manager to be dealt with.</p>	<p>✓</p>	<p>L</p>
<p>Shrub layer e.g thorny or poisonous species</p>	<p>Prickles and sharp snags where pruning has happened. Holly berries and prickles, brambles.</p>	<p>Children and adults may be cut, scratched or get splinters. Berries are poisonous if eaten.</p>	<p>M H</p>	<p>Warn children that they need to be alert and 'feel' the area. Play games away from bushes. Place tape on any large, protruding points, or zone off area using tape or rope to tell people it is out of bounds. Remind children to keep hands away from mouths at the start of each session. Insist on hand washing immediately after each session. Carry water for hands at snack times.</p>	<p>✓ ✓</p>	<p>L L</p>

<p>Field layer</p> <p>e.g hazardous plant species, trip hazards</p>	<p>Stings from nettles.</p> <p>Logs and large branches hidden by long grass.</p> <p>Poisonous fungi</p> <p>Grass/tree pollen</p>	<p>Children and adults could be stung/poisoned and have an allergic reaction.</p>	<p>M</p>	<p>Remind children to look before they touch; teach them how to identify nettles and how the stings can be treated.</p> <p>Give safety talk to participants on poisonous plants/fungi.</p> <p>First aid kit on site.</p> <p>All adults to be aware of any allergies and Forest School Leader to carry medication required for children who suffer with allergies to tree/grass pollen.</p>	<p>✓</p>	<p>L</p>
<p>Ground layer</p> <p>e.g. uneven ground, slopes & surfaces, hidden obstacles</p>	<p>Grass mound can become slippery and muddy when wet.</p> <p>Hidden/unseen logs</p>	<p>Children and adult helpers could fall or trip causing cuts, grazes, injury to bone or muscles.</p>	<p>M</p>	<p>FS leader to check as part of daily site check</p> <p>Ensure clear pathway to the seating area/fire circle</p> <p>Walking on the bank or the mound will not be allowed when it is excessively wet or muddy.</p> <p>Grass is cut regularly.</p> <p>Poles and long branches for den building can be stored in the 'stick store' when not in use.</p>	<p>✓</p>	<p>L</p>

<p>Structures</p> <p>e.g. Shelters, camp area, rope structures, seating</p>	<p>Large poles and branches handled and moved to build shelters, collapse of shelter</p>	<p>Children and adults suffering trips falls or breakages</p>	<p>M</p>	<p>April 2024: Storage shed has been emptied due to disrepair and rodents. Rodent-damaged equipment has been disposed of. Awaiting new shed following joining of St. Benet's.</p> <p>April 2024: Campfire circle has been moved slightly due to rabbit burrow appearing in fire pit over Easter Break. Old pit perimeter left in place to prevent children/adults from tripping in rabbit hole.</p> <p>Any structures created during the programme to be checked by FSL as part of daily site risk assessment procedure for security, stability and safety. Any unstable or unsafe structures to be dismantled or made safe.</p> <p>Children must ask if they need to use rope and it is then used under adult supervision.</p>	<p>✓</p>	<p>L</p>
<p>Animals/insects</p> <p>e.g livestock, dogs, deer, ticks, wasps etc.</p>	<p>Insect bites and stings</p>	<p>Children and adults could be stung and/or have an allergic reaction.</p> <p>Children and adults may find ticks on their clothing/bodies.</p>	<p>H</p>	<p>Safety talk to all at start of session, including any areas that maybe 'hot spots' for wasps/bees (FS leader to identify during daily site check)</p> <p>Consent forms to have details of any known allergies</p> <p>Medication specific to pupils available for any specific reactions and conditions – and school medication policy followed</p> <p>Adults and children are aware of ticks, what they are and what to look out for. Adults are aware of procedures if a tick is found.</p>	<p>✓</p>	<p>L</p>
<p>Seasonal Weather conditions</p> <p>e.g prevailing winds, extreme temperatures</p>	<p>Hypothermia, sun burn</p>	<p>Children and adults start to feel unwell.</p>	<p>M</p>	<p>Weather forecast checked prior to session – FS leader will cancel session if weather is deemed severe (e.g. high winds)</p> <p>Group able to leave site by returning to school at any time should weather change.</p> <p>Participants are made aware of suitable clothing/kit before session starts</p>	<p>✓</p>	<p>L</p>

Site Name: Catfield Playing Field	Assessment carried out by: J. Wones
Postcode: NR29 5DA	Signature: Date: March 2016
Location Grid Reference: TG 38390 21155	Reviewed: April 2020 by L. Amis Reviewed: April 2024 by A. Pell 

<u>Areas to Consider</u>	<u>What are the Hazards?</u>	<u>Who might be harmed & how?</u>	<u>Risk Level</u>	<u>Control Actions (What needs to be done, Who does it & by When?)</u>	<u>In Place?</u>	<u>New Level</u>
Access route to the sites e.g roads, tracks etc	Catfield: walkway onto field from playground can become very muddy and slippery when wet and during winter months.	Children and adult helpers could fall or slip	M	FS leader walks the route children will take as part of pre-session checks. If route is deemed slippery, then children will be onto field/site via route through equipment area and the muddy/slippery area will be coned off for the session.	✓	L

<p>Boundaries around the site:</p> <p>e.g, fence lines, ditches</p>	<p>Possible damage to the boundary fences. Almost all fences are made of metal which could have sharp broken bits. Wooden fences could become broken.</p> <p>Possible 'rubbish' dumped on grounds over fence (bottles, cans...)</p>	<p>Children and adults could be cut/injured by broken fences or foreign objects on the site.</p>	<p>M</p>	<p>Make a site sweep before every session as part of pre-session checks, concentrating on perimeter fence area.</p> <p>Tell children not to pick up 'unexpected' items, but to inform an adult.</p> <p>Alert adult helpers to be vigilant.</p>	<p>✓</p>	<p>L</p>
<p>Canopy layer</p> <p>e.g. hanging deadwood</p>	<p>Hanging deadwood</p>	<p>Children and adults could be struck by falling deadwood, potential head injury.</p>	<p>H</p>	<p>Make visual check before every outdoor session.</p> <p>Peaceful area, where there are very large, old trees are not to be used in high winds, even as a route onto the field. Stay clear of two large trees on the field at Catfield during windy weather.</p> <p>Report any dangerous trees or branches to site manager to be dealt with. Tree surveys carried out regularly.</p>	<p>✓</p>	<p>L</p>

Shrub layer e.g thorny or poisonous species	Prickles and sharp snags where pruning has happened.	Children and adults may be cut, scratched or get splinters.	M	Warn children that they need to be alert and 'feel' the area. Play games away from bushes. Place tape on any large, protruding points, or zone off area using tape or rope to tell people it is out of bounds.	✓	L
	Holly berries and prickles, brambles.	Berries are poisonous if eaten.	H	Remind children to keep hands away from mouths at the start of each session and importance of not putting anything that we find in our mouths. Insist on hand washing immediately after each session. Carry water/hand gel for hands at snack times.	✓	L
Field layer e.g hazardous plant species, trip hazards	Stings from nettles. Logs and large branches hidden by long grass. Poisonous fungi Grass/tree pollen	Children and adults could be stung/poisoned and have an allergic reaction.	M	Remind children to look before they touch; teach them how to identify nettles and how the stings can be treated. Give safety talk to participants on poisonous plants/fungi. First aid kit on site. All adults to be aware of any allergies and Forest School Leader to carry medication required for children who suffer with allergies to tree/grass pollen.	✓	L
Ground layer e.g. uneven ground, slopes & surfaces,	Grass bank and mounds can become slippery and muddy when wet.	Children and adult helpers could fall or trip causing cuts,	M	FS leader to check as part of daily site check Ensure clear pathway to the seating area/fire circle	✓	L

hidden obstacles	Hidden/unseen logs	grazes, injury to bone or muscles.		Walking on the bank or the mound will not be allowed when it is excessively wet or muddy. Grass is cut regularly. Poles and long branches for den building can be stored in the 'stick store' when not in use.		
Structures e.g. Shelters, camp area, rope structures, seating	Large poles and branches handled and moved to build shelters, collapse of shelter	Children and adults suffering trips falls or breakages	M	April 2024: Sheds in disrepair are being replaced. Campfire circle log seating reset to avoid trip hazards. Will be monitored following lawn mowing. Any structures created during the programme to be checked by FSL as part of daily site risk assessment procedure for security, stability and safety. Any unstable or unsafe structures to be dismantled or made safe. Children must ask if they need to use rope and it is then used under adult supervision.	✓	L
Animals/insects e.g livestock, dogs, deer, ticks, wasps etc.	Insect bites and stings	Children and adults could be stung and/or have an allergic reaction. Children and adults may find ticks on their clothing/bodies.	H	Safety talk to all at start of session, including any areas that maybe 'hot spots' for wasps/bees (FS leader to identify during daily site check) Consent forms to have details of any known allergies Medication specific to pupils available for any specific reactions and conditions – and school medication policy followed Adults and children are aware of ticks, what they are and what to look out for. Adults are aware of procedures if a tick is found.	✓	L

<p>Seasonal Weather conditions</p> <p>e.g prevailing winds, extreme temperatures</p>	<p>Hypothermia, sun burn</p>	<p>Children and adults start to feel unwell.</p>	<p>M</p>	<p>Weather forecast checked prior to session – FS leader will cancel session if weather is deemed severe (e.g. high winds)</p> <p>Group able to leave site by returning to school at any time should weather change.</p> <p>Participants are made aware of suitable clothing/kit before session starts</p>	<p>✓</p>	<p>L</p>
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Appendix 3 - Activity Risk Assessment: FIRE

Written by J. Wones: March 2016

Reviewed by L. Amis April 2020

Reviewed by S. Cushion August 2022

Reviewed by A. Pell April 2024



Benefits of using fire:		Can boost morale, particularly when mood is low due to weather, promotes group ethos and a central point, can be used to prepare hot drinks and snacks by the Forest School leader		
Hazards	Risks	Level of risk	Action	New level of risk
Fire siting and set-up of circle	over-enthusiasm and eagerness to help; running and poor behaviour	high	The whole process will have been rehearsed; children will be reminded of rules of conduct before we set out, told what to expect and be limited to watching and helping collect wood; as soon as location is known area to be coned off for preparation - limits of circle clearly defined; adult constantly in this area; adults will be alerted to rules, and will be made aware of who exactly is allowed near the fire; First Aid box, water and Fire Blanket to be kept available at all times.	low
Wood collecting	Tripping and falling while collecting wood; trying to collect wood at high level; inappropriate behaviour	moderate	Children will have been told not to reach or jump for anything without first alerting an adult; rules (stick carrying and dragging) will be well established and policed by all including children.	low
Laying fire	Splinters when handling sticks	low	Remind children constantly where they should be; 2 or 3 only at a time to help with setting the fire. Spatial awareness of others, lay one stick at a time.	low
lighting fire	smoke inhalation, poor attention	moderate	An adult is at the fire at all times – children understand rules of fire circle and are monitored; children know about moving around the fire circle away from smoke depending on wind direction.	low

attending to fire	smouldering wood; smoke, sparks, burns, poor behaviour	moderate	Children will have been told to remain seated around the fire, how to move around the outside of the fire circle and to walk when leaving the area. First Aid kit for minor injuries; water on standby.	low
Extinguishing fire and clearing area	smouldering wood; steam; poor behaviour	high	Demonstrate heat of black wood by pouring water on while children are seated at a safe distance; adults only will deal with the fire and put it out.	low

Appendix 4 - Activity Risk Assessment: TOOL USE

Written by J. Wones, March 2016

Reviewed by L. Amis April 2020

Reviewed by S. Cushion August 2022

Reviewed by A. Pell April 2024

Benefits of using tools:			Develops new practical skills, strengthens muscles, good physical activity, can support building confidence.	
Hazards	Risks	Level of risk	Action	New level of risk
Storing any tool	Tools left out could injure children/adults		Tools are all counted in and out and are kept in a suitable locked container in one designated spot. FS Leader keeps the key and is in charge of what tools and how many are out at a time. Children must never be allowed to help themselves. Tools are given out for a purpose and all adults should model their correct use, storage and transportation at all times.	Low
Using any tool	Cuts, injuries to all participants	High	Ratio of adult to child is 1:1 or 1:2. Adult decides whether child has skills ready to use tool. Pupils are aware of the zoned area for tool use and 'blood bubbles', ensuring they do not enter another person's working area. 'Tools down' procedure taught (1 sound of the whistle.) Walking only ever permitted with a tool. FS leader to check tools are maintained and in good working order regularly.	Low
Using a potato peeler or knife	Trips, slips whilst carrying	High	3 point safety stance, knife held in dominant hand and cutting action is always away from the body.	Low
Using a bow saw		High	Safe standing stance taught. One hand to be kept on the handle, the other hand to be holding the wood securely on the A frame. If working in a pair two hands can be on the saw while another child or adult can support the wood at the opposite end. Children are shown how to communicate effectively as a pair using both eye contact and vocal communication. Covers to be put on blades when not in use.	low

Using loppers	tools can cause injury	High	Safe standing stance. When carrying hold under fixed arm horizontal to ground, ensure blade points toward the floor.	low
Making holes with a palm drill, hand drill or gimlets		High	Safe standing/3 point stance. Use G clamp to secure wood. Keep the tool vertical.	low

Appendix 5 - Activity Risk Assessment: FORAGING

Written by L Amis July 2020

Reviewed by S. Cushion August 2022

Reviewed by A. Pell April 2024



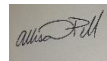
Benefits of Foraging:		Foraging allows children to explore in a safe environment under the supervision of adults, meaning they can become more aware and learn about their surroundings, plants and fungi. They will have opportunities to identify new plants, berries and fungi and learn how to know if they are safe to consume.		
Hazards	Risks	Level of risk	Action	New level of risk
Poisonous plants, berries and fungi	Children may get stung or develop rashes from certain plants.	high	Children are made aware of any poisonous plants within the Forest School site. They are educated about how to recognise them and the possible reactions they may get if they are touched. When foraging children are provided with gloves and encouraged to wear long trousers and long sleeved tops to avoid stings and are taught not to put their hands in their mouth at any stage during a Forest School session, or until they have been thoroughly washed with soap and running water.	low
	If eaten, children may suffer reactions to berries or other plants.	moderate	Adults check allergy information before each session and the Forest School Leader asks for allergy updates from parents at the beginning of a school year and mid-way through (April). Forest School leader is aware of plants, berries and fungi on site. Children will be taught not to eat anything unless it has been identified with the Forest School leader and they are confident it can be eaten.	low

Appendix 6: Activity Risk Assessment: POND DIPPING

Written by S. Cushion September 2022



Reviewed by A. Pell April 2024



Benefits of pond dipping:		Allows children to work safely near water, provides opportunities for species ID and work on life cycles.		
Hazards	Risks	Level of risk	Action	New level of risk
Setting up the equipment	Putting the trays in the way of walkways, being unaware of space needed for each person to dip, therefore slips and trips could occur, including into the water.	High	All adults and children have appropriate footwear. Pond dipping will always be an adult supervised activity. Adult unlocks gate and has a maximum of (6, 8, 8) children at a time pond dipping, kneeling or laying on their tummies on the decked area.	low
Filling/ emptying the trays with pond water	Over reaching and falling into the pond.	High	Trays to only be filled by adults. Depending on level of water throughout the year, adults to fill trays from the deck.	low
Dipping with the net	Over enthusiasm or over reaching could lead to children falling into the pond.	High	Children must kneel when dipping and are told not to over-reach. Children can place blue kneelers down if necessary. Only two children at a time are dipping.	low
Identifying species	Touching pond water – being exposed to water borne diseases.	High	Children taught to use their eyes and if appropriate a spoon to carefully collect a creature for identification. After children have finished dipping they will wash their hands before moving onto other activities.	low