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| **Task** | Education - Outdoor Activities | | | |
| **Location** | BEECHE, High Elms Country Park | | | |
|  | | | | |
| **Name of QHSE Department Assessor** | | | Simon Steele | |
| **Signature** | | | sign | |
| **Date of Issue** | | | 14th February 2018 | |
|  | | | | |
| **Estimated Level of Risk (Based on Findings)** | | | | |
| **Low (1-4)** | | **Medium (5-12)** | | **High (13-25)** |
| **Yes** | | **Yes** | | **No** |
|  | | | | |
| **Persons at Risk** | | | | |
| **Operatives** | | **Public /Visitors** | | **Other Contractors** |
| **Yes** | | **Yes** | | **No** |

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| **PPE and emergency equipment requirements for this operation** | | | | | | | |
| Safety Boots | **N** | Face Protection | **N** | Gloves | **Y** | Hi Viz vest / Clothing | **N** |
| Coveralls | **N** | Hard Hats | **N** | Eye Protection | **N** | RPE | **N** |
| Hearing Protection | **N** | Wellington Boots | **Y** | Image result for first aid sign | **Y** | Image result for emergency spill kit sign | **N** |
| Image result for fire extinguisher sign | **N** | **Other** (specify below) | **Y** |
| **Local/Specific PPE and emergency equipment comments or requirements:** | | | | | | | |
| Wellington boots if muddy/wet, kid’s footwear must be appropriate (no ballet pumps or open toed shoes). Appropriate clothing to be worn. | | | | | | | |

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| **Local Review Details** (Assessments must be locally reviewed at the point of introduction of the task at a contract or project. Subsequent local reviews should occur: following a change in equipment and/or activity, following an incident, or as a minimum on an annual basis). | | | | | | | |
| **Name** | **Rob Dennehy** | **Introduction Date** | 14/2/18 | **Name** |  | **Date Reviewed** |  |
| **Name** |  | **Date Reviewed** |  | **Name** |  | **Date Reviewed** |  |
| **Name** |  | **Date Reviewed** |  | **Name** |  | **Date Reviewed** |  |
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| Likelihood | Rating Given | Severity of Outcome | Rating Given | Apply a rating to both likelihood and severity and then multiply together to give actual risk rating of a particular hazard |
| Highly Unlikely | **1** | First Aid injury or minor property damage | 1 |
| Unlikely | **2** | Minor injury or property damage | 2 |
| Medium | **3** | Potential lost time injury or short term ill health | 3 |
| Likely, may occur regularly | **4** | Major illness or injury | 4 |
| Highly Likely, certain or almost certain to occur | **5** | Fatal or disabling injury or serious ill health | 5 |
|  | | | | |

| Hazard | Risk | L | S | R | Control Measures | L | S | R | Further Action Required |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Insufficient Supervision | Increased likelihood of risks. | **4** | **3** | **12** | Consideration of sufficient supervision will be made and detailed in the lesson plan for every activity that takes place. The minimum stipulated will be adhered to.  In cases where we are loco parentis and children will be left in our care without parental or 3rd party organiser’s supervision, additional supervision may be detailed by the lesson plan. | **1** | **3** | **3** |  |
| Safeguarding | That cases of abuse go unnoticed. | **3** | **4** | **12** | The company safeguarding policy will be followed at all times.  Education staff will be enhanced DBS checked and trained in safeguarding.  Clear instructions on talking to strangers. Children only to talk to adults within the group and aware that instructor is the allocated adult to talk to strangers where necessary. Monitored by all adults.  Any suspicious behaviour to be reported to the police. | **1** | **4** | **4** |  |
| Lost Child or vulnerable adult | Injury to child or vulnerable adult | **2** | **4** | **8** | Sufficient supervision and safeguarding control measures to be followed as above.  In case a child is reported lost from one of our activities, the Lost Child part of the BEECHE emergency procedures should be followed. | **1** | **4** | **4** |  |
| Unforeseen Medical Needs | Ill health to participants | **4** | **4** | **16** | When booking, all participants and/or their responsible adults to be made aware of what the activities being booked involve and that it is their responsibility that participants come with any medications or other items they require. These needs should be communicated to the education staff where special arrangements would need to be made. Visitors will be entirely responsible for their own medications, our staff will not store, carry or administer medication. | **1** | **4** | **4** |  |
| Poor (wet, windy etc.) Weather Conditions | Slips, trips and falls  Falling tree branches and debris  hypothermia | **4** | **1** | **4** | A safety sweep of the area to be carried out by the session leader before each session to determine the conditions and the suitability of the intended activity. Sessions to be cancelled or activity amended based upon findings.  Weather conditions to be monitored during session and the session to be stopped if there is increased risk. Appropriate clothing for weather conditions to be worn, for example; waterproofs for wet weather.  Provision of spare clothing to be available for both staff and participants.  Participants provided with information on required clothing for sessions before arrival. | **2** | **1** | **2** |  |
| Hot Weather Conditions | Sunburn, heat exhaustion and heatstroke | **5** | **2** | **10** | Activities to take place in sheltered woodland/undercover where possible.  Appropriate clothing to be enforced to ensure skin is not exposed.  Staff and participants advised to wear sun cream.  Drinking water must be available and participants advised to bring bottled water. Sessions to incorporate opportunities for water bottles to be filled with drinking water and to allow water to be consumed.  First aider must be available. | **2** | **2** | **4** |  |
| Insects and hazardous/harmful plants (Inc. when handling) | Bites, stings, scratches, infection.  Anaphylaxis | **4** | **4** | **12** | Safety sweep to be conducted prior to the start of the sessions to check for nests, nettles and other harmful plants, insects and animals and appropriate warnings to be provided to participants.  When handling plants and animals clear instructions in safe handling and awareness of how to recognise those that may sting, scratch, poison or burn to be provided to participants.  Medical and contact forms to be completed for all participants prior to the start of session and always carried when away from the centre. Medical forms to be reviewed prior to the start of the sessions to ensure staff are aware of any allergies and the participant(s) or their guardian have the appropriate medication with them.  First Aider must be available.  Strict hand washing regime to occur at end of sessions and/or prior to eating.  In summer months participants and their adult supervision are to be advised to and instructed in the checking for tick bites.  Session leader to have access to a phone to summon the emergency services. | **2** | **4** | **8** | If mobile phone is used, ensure that it is fully charged and has signal in the area of the session prior to the start of the session. |
| Plant pollen | Hay fever/asthma attack | **4** | **3** | **12** | Medical and contact forms to be completed for all participants prior to the start of session and always carried when away from the centre. Medical forms to be reviewed prior to the start of the sessions to ensure staff are aware of any allergies and the participant(s) or their guardian have the appropriate medication with them.  First Aider must be available.  Session leader to have access to a phone to summon the emergency services. | **2** | **3** | **6** | If mobile phone is used, ensure that it is fully charged and has signal in the area of the session prior to the start of the session. |
| Handling of soils | Infection from bacteria in soil. | **2** | **3** | **6** | Protective gloves to be worn if there are open cuts or if eczema is present. Adult supervision to monitor compliance.  Strict hand washing regime at end of session and/or before eating.  Medical forms be completed for all participants prior to the start of session. Medical forms to be reviewed prior to the start of the sessions to ensure children with Pica are identified and close supervision can be arranged with the supervising adult. | **1** | **3** | **3** |  |
| Dogs and fouling | Bites and infections | **2** | **4** | **8** | Clear instructions to be provided to participants on behaviour around dogs, which is to include not making contact with them prior to the start of the session. Check with supervising adults to identify children who have a fear of dogs, extra supervision is to be provided to such participants.  Session leader to inform supervising adults to be aware of the risks and to remain vigilant of approaching dogs.  Safety sweep to be conducted prior to outdoor sessions to identify any faeces. Removal of faeces where necessary ensuring appropriate PPE is worn. If a participant does get any on them, inform supervising adult and remove appropriately.  First Aider must be available. | **1** | **4** | **4** |  |
| Dead wood, including falling branches in woodland | Trips and slips, Injury by falling objects | **3** | **3** | **9** | Safety sweep to occur before every session to identify fallen branches and potential branches that may fall. Low or dangerous branches to be removed by the session leader prior to the start of the session or the identified hazardous area is to be avoided.  Concerns to be recorded as “Near Misses” and reported to relevant persons responsible for the area. | **1** | **3** | **3** |  |
| Uneven ground & fallen debris | Slips, trips and falls. | **4** | **2** | **8** | Safety sweep be conducted prior to the start of the session to identify uneven ground or fallen debris, especially features that may be hidden or new following an event of poor weather. Participants and supervising adults to be made aware of potentially dangerous areas and correct behaviour around these areas.  Compliance with this to be monitored by supervising adults and session leader. | **2** | **2** | **4** |  |
| Flying or falling objects | Impact injuries | **2** | **4** | **8** | Participants should only walk on assigned footpaths or in areas specified by the session leader and deemed safe. Participants should be made aware of any specific local hazards. | **1** | **4** | **4** |  |
| Open Public Area | People wandering off unsupervised, going missing. Natural hazards. | **3** | **4** | **12** | Groups are made aware of the boundaries that they must stay within at every area. Where there is a higher risk group (younger children or special needs) then boundaries should be marked clearly with brightly coloured tape at a child safe height. People will be informed of known environmental hazards and dangerous areas will be taped off and kept away from.  While moving between areas, children will be kept within groups of three and kept within audible distance at all times. This is checked regularly by instructor shouting and acting if a response is not heard from all groups. Boundaries are walked with children when they are first introduced to an area. Adults to patrol/monitor boundary. | **1** | **4** | **4** | Ensure we have means to rapidly call emergency services. |
| Manual handling | Cuts, grazes, musculoskeletal harm from carrying. | 3 | 3 | 9 | Where the activity includes any manual handling the participants and visiting supervising adults will be instructed in safe manual handling. Participants to be advised to seek aid from an adult or session leader if an item is too heavy to handle. Instruct in checking material to ensure it is safe to pick up and move.  Handling aids to be utilised to reduce manual handling as appropriate. | 1 | 3 | 3 |  |
| Use of sampling or specialised equipment | Harm from improper use | **3** | **1** | **3** | Any equipment to be used to be detailed in the lesson plan. Correct use to be instructed to participants by the session leader. Adult supervision to ensure instructions are followed.  Equipment will be checked by staff prior to use. Equipment found to be defective will be kept by the staff where children cannot use it. | **1** | **1** | **1** |  |
| Hazardous Substances | Ingestion, inhalation or absorption | **3** | **4** | **12** | Any substances that may be used in an activity to be detailed in the lesson plan. COSHH assessments to be available and their content understood. Instruction in the correct use of, and any warnings regarding the substances will be given and detailed in the lesson plan.  Storage of substances must be in a labelled lockable container and must not be accessible to children. | **1** | **4** | **4** |  |
| Active games | Collisions with other people and hazards through games | **4** | **1** | **4** | Before games activities, participants should be provided with any safety rules in place.  High energy games should only be played in suitable areas free of obstacles or slip and trip hazards  Ensure people are aware of any different age groups taking part. Ensure games are appropriate to number and ages of people taking part. First Aider must be available. | **3** | **1** | **3** |  |
| Road while crossing | Hit by car. | **3** | **5** | **15** | Session leaders will follow safe road crossing guidelines and only cross at designated crossing points. The road crossing will be covered by the lesson plan where it is necessary. | **1** | **5** | **5** | Ensure we have means to rapidly call emergency services. |
| Food and drink (inc. hot drink) | Burns, scalds, infection, allergic reactions. | **3** | **4** | **12** | Participants to be instructed on the need and reasons for hygiene when eating food, especially in regards to following the activities they have been doing.  Hands are to be washed before eating anything, wipes and/or soapy water to be provided.  Give a safe area free of activity for children and adults to drink.  When booking all participants or their parents/supervisors are made aware of any allergens that may be present and that it is their responsibility to bring anything they require for their specific needs. Where we are made aware of allergies, specific provision must be made. Ensure everyone is aware of content of drinks and food.  Safe drinking water must be made available.  Ensure hot water canisters and sealed and kept on table, with instructions that only adults use them. Adults and children are made aware water is hot and that adults know it is their responsibility to ensure children are supervised drinking. | **1** | **4** | **4** |  |
| Grown Produce | Infections from contaminated soil | **2** | **4** | **8** | Any food to be grown for consumption to be done in good soil.  The lesson plan will include instruction to participants on natural hazards that may affect grown produce and safe practice including checking the quality of the produce and washing before consumption. | **1** | **4** | **4** |  |
| Poor lighting conditions | Collisions, slips, trips and falls. | **4** | **2** | **8** | Where activities may take place in dark conditions (for example in winter months) personal lighting (torches) will be provided. A buddy system will be used and close supervision and regular counts of the participants done to ensure no one has left the group.  Specific activity dependant provisions will be detailed in the lesson plan and followed. | **2** | **2** | **4** |  |
| **Tool Use** |  |  |  |  |  |  |  |  |  |
| General hand tools (such as shovels, spade, forks and rakes) | Sprains and strains, wounds. | **3** | **3** | **9** | Participants are inducted and shown how to use individual tools correctly and allowed to use them in accordance with their experience and size/strength.  Staff instructing visitors will be competent in the use of the tools to be used during the session.  Tools will be inspected by staff prior to use, any found to be defective will not be issued and will be kept away from visitors so that it cannot be used.  Participants and leader to ensure safe working distance is maintained between people when using tools (two arms and a tool length).  Tools to be used and their safe method of use to be detailed in the lesson plan. Specific provision in the activity and tools to be used to be made for participants with individual needs.  Tools to be left in clear view and in a safe position and identified to participants so they do not trip.  Tool Sheets containing information about use and safety of each tool provided to be on site for all users to access.  Gloves to be worn when instructed or using sharper tools. | **2** | **3** | **6** |  |
| Saws | Cuts to self and/or others.  Branches/small trees injuring self and/or others. | **4** | **4** | **16** | Proper training by trained instructor in use of saws through demonstration and close supervision.  Group sizes, activity rules, method of tool use and specific supervision requirement to be detailed in lesson plan based on age group and specific activity.  Specific safety considerations surrounding the activity, such as maximum diameter of branch that can be cut, and possibility of falling objects as a result of cutting to be detailed in lesson plan and instructed to participants.  First aider will be available at all times. Adults to constantly supervise.  When not in use the saws must be appropriately positioned so as not to be a trip hazard and have the blades covered. | **2** | **4** | **8** | Ensure we have means to rapidly call emergency services. |
| Tools while carrying | Cuts to self and/or others. | **3** | **2** | **6** | Proper instruction given. Safety cover on saw blades. Adult to reinforce & supervise. | **2** | **1** | **2** |  |
| Storage of tools | Theft and resulting improper use. Damage to tools. | **3** | **2** | **6** | Designated tool area marked out with tape. Tools counted out and back in. Tools stored in locked tool box. | **1** | **2** | **2** |  |
| Care of tools | Damage to tools & increased likelihood of injury from breakage. | **3** | **2** | **6** | Tools wiped clean after use. Proper instruction given for different tools used. | **1** | **1** | **1** |  |