

Sticks and Ropes Risk Assessment

Local Conditions Risk Assessment					
Hazard	Who is at risk	Control Measures			Further Actions needed
Exposure to cold	Children, Staff and other adults	Leaders to encourage the use of suitable clothing (ie. wellies, rain gear, warm hats and gloves), use warm up activities to encourage movement when weather is cold, and make use of tarps and natural shelters to take cover under when rain is severe.			Provide clear information about suitable clothing and equipment to children and their parents.
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	
		2	2	4	
Sun Exposure	Children, Staff and other adults	Encourage the use of suitable clothing (ie. sun hats, loose fitting clothing, layers which can be taken off, etc.), whilst ensuring foot wear is appropriate for activities planned. If high UV levels are forecast, make sure that children can use their own sunscreen.			Provide clear information about suitable clothing and equipment to children and their parents. Advise adults to bring sunscreen if necessary.
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	
		2	2	4	
Illness or accident	Children, Staff and other adults	The activity leaders will be first aid trained, and know how to notify emergency services of the location where the activities will be taking place in the event of an emergency. A first aid kit will be available at all times. Children or their adults will be expected to bring individual medication, and parents asked to notify the leaders of any allergies, health conditions, etc.			Check first aid certificates current, and remind parents about medication and to disclose their child's health conditions, or allergies. Ensure children have access to emergency medication.
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	
		1	4	4	
Insects, Poisonous plants	Children, Staff and other adults	Leaders to inform participants of any high risk plants or animals that are common in areas where high concentrations can be found. Brief children and adults on the importance of avoiding poisonous animals or plants, and of bringing any medication in the event of any known allergies (eg. to bee stings).			Check that adults are aware of high risk areas/situations in pre-activity briefing.
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	
		1	4	4	

Uneven / unstable ground	Children, Staff and other adults	Children are briefed on the potential hazards of uneven ground and encouraged to keep to the path when moving to and from particular sites within the wood. Leaders will do a dynamic risk assessment, and avoid areas next to the river that are at risk of flooding during particularly heavy rain.	Look out for specific trip hazards, and get suggestions from the group on how to deal with these. How should we walk between different locations in the woods? How does the weather effect where we can go safely?	
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25
		2	2	4
Drowning	Children, Staff and other adults	Remind children that the path connecting entrance areas to sites within the wood have rivers going through them, and encourage them to stay a safe distance from the water's edge unless given permission to walk in the water with wellies or waders.	Ensure whole group doesn't stray beyond eyeline, and make sure everyone can hear instruction verbally. Get children to assess water levels. Travel together, and look out for each other.	
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25
		1	4	4
Slopes along path area	Children, Staff and other adults	Make children aware of areas affected by heavy rain, particularly if wet weather has led to the ground becoming saturated. Leaders to make clear the boundaries marking how far children can explore when staying within certain areas, and remind children not to use particularly boggy or slipper slopes when wet.	Encourage children to help identify hazards and become more able to self assess risk. Ensure dynamic risk assessment takes into account weather conditions. Have children self assess. How much grip do shoes have on wet soil? Is it enough to use the paths?	
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25
		2	2	4
Dead Wood	Children, Staff and other adults	Make children aware of trees and the danger posed by strong winds. No one is to hang off of branches on trees that are dead, and when walking along paths we will assess whether we need to pass under branches that look dead, or go around. We will not run sessions on days of strong wind.	Cancel session if forecast wind speeds are 48 mph or above. Do a dynamic risk assessment, if possible to avoid areas with known dead trees, do so.	
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25
		1	4	4
Covid 19				
Hazard	Who is at risk	Control Measures	Further Actions needed	

Contracting Covid 19	Children, other participants, wider community	Leaders will advise any adults that their children should not attend the group if any members of the immediate household are classed as vulnerable due to underlying health conditions, or if the parents have contact within the wider community with vulnerable adults and children. The leaders will also have email contacts for each participant to ensure that if any adult or children attending a session has contracted covid, an email can quickly be distributed to all participants warning them that this is the case.	Before sessions, advise adults not to bring their children and to use testing equipment if they or their children have high temperatures or other symptoms of covid. Also advise them after sessions to email a leader if they have attended a session and test positive for the virus immediately after, as we will need to send a group email to notify all attendees that they were in close contact with someone who tested positive for covid.			
		Probability (P) 1 - 5			Severity (S) 1 - 5	Rating (P) x (S) 1 - 25
		1			4	4
Covid 19 and Increased Risk due to mixing of bubbles	Children, other participants, wider community	We will limit the group size of children to 14 children, picking children up from parents and carers in an area that is child friendly, and provides plenty of space so that people from different households do not have to mingle in close proximity. Good hand hygiene will be reinforced by providing water for hand washing, soap and a towel, and encouraging its use regularly.	The guidelines will be stipulated at the beginning of each session, and to any new members who join the group. The open day will allow parents to be present with their children to see how the dynamics of the group work, including the space and area we will be using.			
		Probability (P) 1 - 5			Severity (S) 1 - 5	Rating (P) x (S) 1 - 25
		1			4	4
Safeguarding and Child Protection						
Hazard	Who is at risk	Control Measures		Further Actions needed		
Adult to Child ratios	Children	Adult to child ratios are kept 2 : 7 to help keep track of numbers, and to deal with any emergencies effectively. Leaders to do a register at the beginning of the session, do regular head counts when moving in the woods and whilst stationed at different sites. In cases of missing children, an adult will retrace steps through the woods to child's last known location . The leaders stay with the main group and calls emergency services and child's parent or carer.		Encourage children to do their own risk assessment, ask them what they think they should do in particular scenarios. Use as opportunity to reinforce importance of having protocols, learned and reinforced prior to an emergency.		
		Probability (P) 1 - 5	Severity (S) 1 - 5		Rating (P) x (S) 1 - 25	
		1	4		4	

Child safety (Policy on personal knives and sharp objects)	Children, supervising adults, members of public	Children's parents are briefed on the policy we hold on children carrying knives and other sharp tools on their person during the session. We will make it clear that personal knife carrying is not allowed.	Ask children at the beginning of a session whether they are carrying a knife or sharp tool, and if so, to let one of the adults lock it in a safe box until the end of the session when it will be returned to them. Discuss with the children when sharp tools are required, and prompt discussion around how others using the woods might be feeling if they see people they don't know carrying knives.			
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1	4	4				
Volunteer Safety	Children and adults	Leaders to ensure volunteer is briefed on policies and procedures prior to working with the group. Run through emergency protocol with volunteer, ensure they know how to deal with major incidents, and how I will administer first aid. Check they have a valid DBS, and take advice from council on any other necessary checks.	Introduce children to volunteer, only delegate responsibility to them that they are comfortable with. Make sure they have read up to date health and safety, and safe guarding policy documents.			
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1	4	4				
Other members of public	Children, Staff and other adults	Leaders to reinforce protocols for what to do if anyone unknown approaches the group, or individuals, make sure they are directed to an adult. Go over protocols for what to do if they are lost, to respond to call 'One, two, three where are you?' or go to last place they remember being together with the group, and wait for the group to find them. Teach children that it is important to stay calm and stay where they are.	Teach children to listen out for familiar call, and practice going through different scenarios including being lost in the woods. Discuss during sessions an awareness of potential dangers, to be aware that there are other people the children might not know in the woods, and to try to establish a familiar location where they can go if they are lost.			
		<table border="1"> <tr> <th>Probability (P) 1 - 5</th> <th>Severity (S) 1 - 5</th> <th>Rating (P) x (S) 1 - 25</th> </tr> <tr> <td>1</td> <td>3</td> <td>3</td> </tr> </table>		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25
Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25				
1	3	3				
Lost children	Children	leaders to stay with the main group at all times, and if possible have a responsible adult look for them. The appropriate emergency services will be notified, and a map reference for the last place child was noticed in the group will be noted and passed on to the police.	Reinforce verbal call and response 'One, two, three where are you?' - 'One, two, three over here!' at the start of each session. Have working mobile phone available. Contact emergency services in case where a child is missing, and make a note of where they last were seen, and notify police of as many details as possible whilst staying with main group.			
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1	4	4				

Safe guarding cause for concern	Children and Parent / Carers	Leaders to make a note of anything which causes concern such as the child disclosing a potentially abusive situation, or showing signs of neglect. This is to then be referred to the council if it is likely to point to cases where they may need to intervene on the child's behalf, for instance to issue a school attendance order (SAO). It may also be referred to the NSPCC or to the police if we suspect that this is the best possible course of action to safeguard the interests of the child.			Have the NSPCC number to hand, and take advice from the council on specific cases as and when they arise.
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	
		1	4	4	
Accident and Emergency Procedures					
Hazard	Who is at risk	Control Measures			Further Actions needed
Preperations to be made prior to trip to the woods	leaders	The leaders will ensure they have a working mobile phone with them to be able to call emergency services, and will make a note of grid references for the site being used and the route to these sites on the day. Ensure children or adults are carrying enough of necessary medication (eg. asthma inhalers or epi-pens). Carry out a register, and have details of any medical conditions, allergies readily available. A leader to ensure first aid kit is well stocked and ready to treat minor injuries, and to prepare activity specific emergency first aid equipment (eg. fire blanket).			Follow emergency action plan in event of an incident. Make a note of anything which does occur in incident report form. Notify child's parents or carers in event of an emergency, bumped head, when administered first aid or encountered a near miss.
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	
		1	3	3	
Tool use	Children, Staff and other adults	The leaders will always do a full tool talk before any tools need to be used, and brief all participants on the safe ways of carrying, passing and storing tools away after use.			Encourage children to recall tool use instructions (if this has already been covered) and to self assess the dangers themselves before taking part in activity involving them. How do we use the tool? How would we carry / pass it to another? What do we use it for? Do we need

		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	What do we use it for? Do we need PPE? Which hand?
		1	3	3	
Litter	Children, Staff and other adults	Leaders to discuss litter on the site, and children are to be briefed not to touch any litter, and to be particularly vigilant and notify an adult and the others if they see sharp glass, needles, and cans or metal objects with jagged edges.			Encourage children to discuss how to avoid being injured by litter. How should they walk in areas with lots of junk or other debris?
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	
		1	3	3	
Yellow - Red Weather Warnings	Children and adults	Leaders to check forecast prior to a session, and make a judgement which takes into consideration the area we will be using. If there is the risk of falling tree branches (ie wind speeds above 38 mph) the session will be cancelled. If it is heavy rain, we will choose a higher location (area in Hang Bank woods) to base the day's activities.			Leader to check forecast a few days prior to session, up to the day before to give as much notice as possible to parents if a session is cancelled, or an alternative location needs to be suggested.
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	
		1	4	4	
Fire evacuation	Children, Staff and other adults	Leaders to brief all participants on the boundaries of fire pit area, how to walk around this area, and the 'respect' position when handling anything close to the fire. The fire pit area should be brushed clear of debris, and children and adults should sit a safe distance (usually 2 meters) away. If a fire gets out of control or hot contents are spilled, everyone is to quickly and safely stand up and back away from the fire or container.			Create a clearly marked fire area, ensuring seated area is a safe distance from fire. Have children help to identify the evacuation procedure, if a fire gets out of control, or hot food / water is spilled, what do we do? How do you safely approach something in the fire pit area? Have them watch out for and remind each other about the procedure for moving in and around the fire pit
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	
		1	4	4	
Burns and Scalds	Children, Staff and other adults	If an activity involves lighting a fire, ensuring that a full safety talk is carried out, and all necessary first aid equipment is ready (fire blanket, and burns treatment kit). Where food is being prepared, or hot water, ensure correct procedure, eg. regarding the way the spout faces. Use appropriate PPE and equipment (fire gloves, water bottle to douse fire and treat wounds, elevated fire bowl).			Leader to get children to talk through check list. Is first aid equipment close to hand? Water bottle for dousing? Fire blanket?
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	
		1	4	4	

Fall injuries	Children, Staff and other adults	The leaders will brief all participants on rule concerning climbing trees only to the child's head height, and ensure adults are made aware of this prior to a session in the woods. A child aged 11 or below must be supervised directly by the leaders or a responsible adult while climbing trees. If a fall does occur and a child loses consciousness, the leaders will treat it as an emergency, contact emergency services, and complete an incident report form to give details.	Have children recall rule on how high to climb, and self assess the dangers such as trees with limbs high off the ground, rotten branches, slippery surfaces.	
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25
		1	3	3
Allergic reactions / Incidents requiring emergency medication	Children	Leaders will ensure any child with a medical condition or allergy has access to necessary medication should they need it. If they are responsible enough to carry it, they can do, though this will be discussed with their parent or carer prior to their first session. We will also hold onto medication which is clearly labelled for individual children and keep this in a day pack. Medical information will be readily available on register, including emergency contacts. If an epi-pen is required in emergency, the child must have on them while attending the session.	Leader to do checks while taking the register to ensure child has everything they need before starting the session.	
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25
		1	4	4
Toileting	Children	Leaders will brief parents that there will not be public access toilets in the woods, and encourage their child/children to go prior to attending the group.		
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25
		1	2	2
Sharp Tool use - Scissors	Children	The leaders will do a full tool talk for the use of scissors. Always point blade away from body, use for cutting the string, ensure a glove is worn on the helping hand. Brief all participants on the safe ways of carrying, passing and storing scissors after use.	Encourage children to self assess the dangers themselves before taking part in activity. How should we use sharp tools? How would we carry / pass them to each other? What do we them for? Do we need PPE? Which hand?	
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25
		1	3	3
Hand hygiene	Children, adults	Children encouraged to use hand washing station at all times, but definitely after activities which involve touching soil and natural materials (using water bottle and soap). If they have food with them, they must wash hands well before touching this.	Leaders set up a hand washing station with soap available.	
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25

		2	2	4	
Sticks	Children, Staff and other adults	Sticks may form part of an activity, and it is important that children are briefed on safe stick use. When transporting large sticks, show children how to hold at one end if alone and drag, or holding either end if working in pairs. Long but thin sticks should be transported with heavy end facing down to the ground. Short sticks (less than an arms span) can be carried but not used to hit or stab at others.			Encourage children to go over the rules with regards to sticks, and encourage to remind each other when they spot someone who has forgotten or doesn't know how to carry the safe way.
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	
		2	2	4	
Melting Pewter Metal	Children, Staff and other adults	Check equipment (including PPE) thoroughly before allowing children to use. Provide safety goggles, fire protective gloves and ensure children have hair tied back and are wearing appropriate clothing (nothing loose, and no acrylic materials which can melt and bond to skin). Work with small batches of pewter (less than 5 grams at a time) and ensure moulds are tested for leaking and are not placed any where near bodies whilst melting takes place. Prep children on safety circle of at least 2 meters around participant working with pewter and flame kit.			Follow emergency action plan in event of a burn injury. Notify child's parents or carers in this event, and advise taking to the hospital and treating for burn or scald.
		Probability (P) 1 - 5	Severity (S) 1 - 5	Rating (P) x (S) 1 - 25	
		1	4	4	