

# SUFFOLK WILDLIFE TRUST- RISK ASSESSMENT SHEET

Updated 03.9.19

**SITE/ OPERATION ASSESSED:** Rendlesham Forest school visits - Rendlesham Forest, IP12 3NF Grid Reference : TM 355482. Far end of Overflow car park.

**Nearest Hospital:** Ipswich Heath Road , 01473 712233 Nearest Doctor: 6 Acer Road, Rendlesham 01728 747101

**ASSESSOR/PERSON RESPONSIBLE :** Charlie Zakss **DATE:** 20 February 2020

**Sessions will not take place unless a First Aider/Appointed person & First Aid Kit are available, adult:child supervision ratios can be met (see Working with Children COP) and an Emergency Plan is in place.**

HAZARD	RISK	LEVEL	LIKELIHOOD	ACTIONS REQUIRED TO REMOVE/ REDUCE RISK
Adverse Weather	Hypothermia Heat stroke/dehydration Fatigue/exhaustion Sunburn Lightning strike	High	Low	Provide shelter where necessary Ensure access to drinking water Check weather forecast Cancel if wind speeds exceed gale force (37mph) or electrical storm develops Don't use gazebos, flags etc in high winds
Vehicle movements	Serious/ fatal injury	High	Low	Meet bus on arrival if possible and direct to parking space. Direct people from car park or roads as quickly as possible. Children made aware of dangers of car parks and roads. Identify safest route to cross car parks.
Separation from group	Injury/exposure	High	Low	Brief group on personal safety (Refer to Child Welfare and Safety Policy, Working with Children COP and Managing Groups Outdoors COP)
Water	Drowning, hypothermia	High	Low	Brief group on water safety (Refer to Water COP) Carry throw line
General public	Personal harm	High	Low	Brief group on personal safety (Refer to Child Welfare and Safety Policy, Working with Children COP and Managing Groups Outdoors COP)
Dogs	Dog bite/attack Dog faeces	Medium /High	Low	Advise groups not to approach dogs Remove faeces where possible Hand washing facilities available

Falling trees/ branches	Serious fatal injury	High	Low	Avoid working under trees in high winds Prohibit access to unsafe areas
Livestock	Trampling /Serious injury	High	Low	Brief the group on safety with livestock when passing animals Avoid working in close proximity to livestock
	Infection	Medium	Low	Wash hands thoroughly after work in area used by livestock
Wasp/bee stings	Anaphylactic shock	High	Low	Tape off known hives/nests and avoid area Use signage to advise
Infected tick bite	Lyme disease	High	Low	Where appropriate long clothes. Advise to check for ticks after visit.
Leptospirosis bacteria	Weil's Disease	High	Low	Provide waterproof gloves to cover open cuts/eczema Provide hand washing facilities
Insufficient hand-washing facilities	Infection	Low	Low	Provide portable hand washing facilities Advise to wash hands after activity

<b>SPECIFIC ACTIVITIES INCURRING ADDITIONAL RISKS</b>				
<b>HAZARD</b>	<b>RISK</b>	<b>LEVEL</b>	<b>LIKELIHOOD</b>	<b>ACTIONS REQUIRED TO REMOVE/ REDUCE RISK</b>
Shelter building	Injury	Medium	Low	Brief group on shelter building safety – (Refer to Shelter building COP)
Pond Dipping	Drowning	High	Low	Brief group on water safety (Refer to Water COP)
	Weil's Disease	High	Low	See above (Leptospirosis)
Fires	Burns	High	Low	Brief group on fire safety (Refer to Fires & Kelly Kettles COP)
Coppicing	Injury	High	Medium	Brief group on safe practice (Refer to Coppicing COP)
Using Tools	Injury	High	Medium	Brief group on safe tool use (Refer to Using Tools COP)
Tree climbing	Personal injury	High	Low	<ul style="list-style-type: none"> <li>• Children instructed not to go higher than group leader's head.</li> <li>• Identify trees suitable for climbing</li> </ul>

<b>SITE- SPECIFIC ADDITIONAL RISKS</b>				
<b>HAZARD</b>	<b>RISK</b>	<b>LEVEL</b>	<b>LIKELIHOOD</b>	<b>ACTIONS REQUIRED TO REMOVE/ REDUCE RISK</b>
Adder	Bites	High	Low	Advise participants not to touch or pick up any reptiles and not to stay near or approach on sightings.
Travellers on Site (Dogs)	Injury or complaints	Low	Medium	Check with Ranger whether need to keep clear of any areas (especially with respect to orienteering course)
Forest Operations	Personal Injury	Medium	low	<ul style="list-style-type: none"> <li>• Check with Ranger whether need to avoid any areas</li> <li>• Obey Forest signage</li> </ul>
Orienteering	Slips, trips, bumps and falls	Low	Medium	<ul style="list-style-type: none"> <li>• Choose safe area to locate clues (i.e. away from eye height branches/brambles etc)</li> <li>• Give clear instruction, ensure children are aware of route following</li> <li>• Provide adequate supervision and if a self led trail, position watchers around to supervise and assist.</li> <li>• Instruct on importance of keeping to paths, off the banks and away from lake edges.</li> <li>• Inform those on trails of the distance involved. Provide stop off points (e.g hides on trail/ benches etc)</li> <li>• Ensure all staff are aware of emergency procedures regarding lost children</li> <li>• Leader to advise of hazard and to point out any cycle paths on the map.</li> <li>• Leader to advise of hazard and to point out all clearly marked, low usage forest roads on map.</li> <li>• To ensure adult is present when crossing or using roads.</li> </ul>
	Getting lost	Low	Low	
	Collision with cyclists	Low	Medium	
	Meeting cars while crossing forest roads	Medium	Medium	

**DAILY RISK ASSESSMENT SHEET – Outdoor Learning**

Date checked:	Checked by:	Additional Hazard(s)	Control measure(s)	Volunteers briefed ✓

