

NH GENERAL USE Site Risk Assessment



Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already?</i>	Likelihood of Risk Occurring (L / M / H)	Severity of Risk (L / M / H)
Trip/slip hazards (i.e.: roots and path edges)	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • There are paths in place within the woods that allow clear passage through. • Timber paths have non-slip precautions in place. • Other desire lines and animal trails are not maintained. • Users are reminded to be aware of where they are walking • First Aid kit in every building, checked twice a year and stocks replenished. 	M	L
Members of public gaining access illegally.	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Fencing along perimeter with access gates closed except at times when clients are arriving and departing. • Signs on southern boundary fence warning people not to trespass. • Lodge gate closed and signed as 'private'. 	L	L
Rubbish being left on site attracting animals to human food	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Rubbish collection procedure clearly explained to clients when on site. • Fortnightly or more regular litter picking check. • Warden to ensure no rubbish is left outside. 	L	L
Significant dead/hanging branches still in tree canopies or falling to ground	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • After high winds a risk assessment is carried out to identify any new dangers that may have arisen. • Constant appraisal by Warden as to whether action should be taken • Recommend groups do not go near trees in high winds (if gusts of 40mph or more). 	M	M

Stinging nettles stings	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Group leader informed of some nettles being present in the woods. • Chn wear long sleeved tops and trousers in the woods if venturing off the laid paths. • Dock leaves, water and soap available to soothe. 	M	L
Bee stings	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	Group leader responsible for provision of an EpiPen where appropriate.	L	L
Being struck by lightning.	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	It is advised that woodland sessions should not take place when there is an electric storm in progress.	L	H
Pond area - risk of drowning	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Chn are informed of the dangers in the pond area. • Chn are always supervised by an adult leader in the pond area. • Top pond is fenced off from access. • Life-saving shepherd's crook installed by lower pond on both sides. • Group leaders informed when pond is frozen so precautions can be taken to avoid chn walking on the ice. • Hygiene - hand sanitizer available to those borrowing pond dipping resource box. • Fletchers Field is accessed via one of 3 gates at the north end. Each gate has a sign stating that all children must be accompanied by an adult before entering. 	L	H
Animal faeces	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	Chn to wash their hands at the end of each session in the woods and/or before consuming any food.	L	M

Fauna - animals show aggression to protect themselves, family and home.	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Chn are educated that they share the space with animals. • Chn encouraged to respect animals and not cause damage to nests/burrows/dens etc. 	L	L
Sunburn	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • In the warm weather months chn are encouraged to bring lotion. • Chn are kept predominantly in the shade during hot weather. • Chn wear sun hats and caps. 	L	L
Dehydration	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Access to water on site. • Group leaders responsible for keeping chn hydrated. 	L	L
Camp fire +camping fire places + bbq - danger of catching fire	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Group leader to supervise fire. • Appropriate firewood made available in wood stores. • Fire to be extinguished at end of session. Water cans topped up by firepit or group alerted to where they can access water cans and fill as needed. • See NH Schools Firepit Policy with reference to school groups. 	L	H
Slipping on ground due to wet and/or mud	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Chn wear wellies or other spare footwear off the made paths. • Chn informed area may be slippery. 	M	L
Frost/Snow on ground causing slipperiness	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Chn warned of possible slippery ground underfoot. 	L	L
Cold weather	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Group leader responsible for monitoring their children in cold conditions. • Chn should wear appropriate clothing including hats and gloves. • If temperatures exceed limitations of warm clothing chn 	L	L

		should return to the building.		
Hogweed and other potentially dangerous plants	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Warden or other authorised person to monitor extent of growth and spread. • Spray killing schedule implemented where necessary. 	L	M
Vehicles on site	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Gates kept closed to discourage unnecessary traffic. • Group leaders allowed to park in top carpark. Warden to inform group leader of responsibilities whilst driving on site (ie: be aware of their chn and also chn who may be visiting from other groups. • Parent drop-offs to occur in main carpark. • Deliveries made when clients are not on site where possible. • Access road between 2 gates has a 10mph sign and users are required to open and close all gates behind them. 	L	H
Contractors on site	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Contractors to adhere to their own H&S requirements. • Contractors informed when clients are on site. • Clients informed when contractors are on site. 	L	M
Workshop & Yard	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Workshop area signed and chained-off for restricted access. 	L	L
Ditch Walk	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • May be slippery, trip hazards, • Steps maintained at entry and exit points. • Blackthorn and hawthorn thorns may cause minor injury - alert chn to be mindful of where they put hands and feet. 	L	L

Tyre swing/ rope ladder	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Health of trees monitored. • Condition of chain, tyre, ladder, ropes and fixings monitored on a monthly basis. 	L	M
Flag pole and anchoring cabling	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Flagpole positioned on field away from main throughfares. • Bolts checked on a monthly basis. 	L	L
Pond Circular walk - falling down bank & danger of drowning	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Steep steps on NE corner of pond. Young children may need help. • Chn should be accompanied by a leader during any pond perimeter walk. 	L	H
Holly Walk - access to busy road and fast moving traffic.	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Bolted unless group leader requires access. • Warning of fast cars at north end and pavement on other side. 	L	M
In case of fire	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Evacuation point for EH and FS is the flagpole. • Evacuation point for Blackthorn is the main car park. 	L	H
Smoking policy	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Smoking points: top car park for EH & FS. By BT store for BT. • Designated refuse point for cigarette butts found at these smoking points. 	L	M
Fletchers Field - activity equipment requiring instructors and or briefing to be used safely	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Gates at all entrances to Fletchers Field. • Signs on gates requiring that children only access Fletchers Field when accompanied by a group leader. • Where possible equipment is locked. 	M	L

100 Year Woods - bordered path with edges may cause tripping	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Path is clearly defined. • Group is briefed on 100 Year Woods activities prior to entry. • Woods are locked until briefing has taken place. 	L	L
100 Year Woods - low branches across path may cause head injury	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Group is briefed on 100 Year Woods, including existence of deliberate branch obstacles. • Woods are locked until briefing has taken place. 	M	L
100 Year Woods - catching fingers in entrance gate.	Children	<ul style="list-style-type: none"> • Group is briefed on 100 Year Woods as a non-runnable woods and is intended as a controlled activity. • Woods are locked until group leader opens the gates and the gates should be left fully open until all children have entered. Then pushed closed behind them. • Children should enter woods in a controlled manner with the activity having been clearly defined to them by the group leader. 	L	L
100 Year Woods - risk of animal bite/attack	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • The 100 Year Woods are a protected area with animal habitats throughout. Children must be briefed to stay on path and not disrupt or, in any way, interact with the entrance to any animal homes. • In the event of an animal bite children should be directed to the First Aider present and follow appropriate protocols. 	L	M
Fatality	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<p>Group Leader to hold health information for all children in their care so that activities and programmes are suitable.</p> <p>Procedures: Uninjured children to be removed from vicinity with at least 1 adult. Most appropriate adult/s to assess first aid procedures, phone 999 or 112 for Police and Ambulance.</p>	L	H

Risk Assessment Completed By: <i>insert name and role</i>	Dominic Miles - Warden	Date completed:	5/1/19
Has the Risk Assessment been shared with the leadership team?	Yes. Shared at Site Committee Meeting 7/1/19		
Risk Assessment due for Review: <i>insert date (no more than 12 months time)</i>	Review Date: August for September Site Comm Mtg		

