

Woodmeadow Trust School Visit Risk Assessment

Assessment No: 002	
Written by Emma Daniels	Reviewed by Dave Raffaelli
Location: Three Haggis Woodmeadow	Assessment Date: 18 January 2021 Review date: January 2022

Schools must undertake a pre-visit briefing and safety talk before each outdoor education session. The pre-visit will cover topics, activities, health and safety, lunchtimes/breaks, personal hygiene, emergency procedures, clothing and equipment, etc. Please note that sunstroke, hypothermia and dehydration are a significant risk when spending prolonged periods outdoors. Please ensure pupils have appropriate protection from the elements including warm clothing, waterproof boots, hats, sunscreen, long sleeves, trousers and water. If you are carrying out a self-led activity, please give a brief introductory talk to the group on arrival about safety and discipline on site. Please bring your own first aid kit and keep it with you at all times. Please ensure that the group has adequate supervision for the number and age of children attending. This will all be covered in further detail in your pre-visit.

This risk assessment is intended to highlight typical risks likely to be encountered on a visit to a rural location such as a woodland, farm or pond. The school must satisfy itself that supervision of their pupils is adequate and should carry out its own risk assessment of the risk involved in such a visit.

Notes on Risk Levels:

The Likelihood Score indicates the likelihood of a hazard occurring. 1 is improbable and 5 is almost certain.

The Severity Score indicates the severity of the outcome of the hazard occurring. 1 is no or trivial injury/illness, 5 is a major injury/illness or death. The

Combined Score is the Likelihood Score multiplied by the Severity Score and gives an indication of the risks that are the most severe. Any combined score of 6 or about should be specially noted and has been highlighted in yellow.

Potential Hazard	Potential Risks	Those at Risk	Existing Control Measures in Place	Likelihood	Severity	Risk Rating Score
Alighting from coach and crossing the road to Three Haggis Woodmeadow entrance gate.	Trips, injuries from traffic.	Staff/ Children	<ul style="list-style-type: none"> *Only alight from the coach when safe to do so. *Stand in a group, until ready to move off. *Ensure the group stays together, with an adult at the front and the back. *When crossing the road over to Three Haggis Woodmeadow, or any other roads in the Hollicarrs Holiday Park, two members of staff are to wear high visibility vests and carry 'children crossing' paddles and (when safe to do so) one member of staff stands in middle of road and one side and another member of staff stands at other side to stop traffic and enable children to cross the road safely. 	1	2	2 Low

When using Hollicarrs Holiday Park for activities	Injuries from cars and traffic in the Holiday Park, machinery operating i.e. grass cutting etc.	Staff/ Children	<p>*Keep together in a group, ensure the group stays together.</p> <p>*Ensure two members of staff stop traffic with crossing paddles and high visibility vests when crossing any roads in the Holiday Park.</p> <p>*Ensure children are away from the road edge if using the pond.</p> <p>*Children must enter the Holiday Park via the bridge over the dyke situated on perimeter fence behind Bodgers Den. They must not go through the traffic barrier.</p> <p>*Permission must be obtained from the Manager of Hollicarrs Holiday Park before any school visit and a copy of the risk assessment to be given in advance of the visit.</p>	1	2	2 Low
Pond dipping	<p>Slips, trips, falls into water</p> <p>Using nets- injury</p> <p>Contaminated water- nausea, ill health</p>	<p>Staff/Children</p> <p>Staff/ children</p> <p>Staff/ children</p>	<p>*Children given clear safety briefing before start with demo of use of net facing-side on to pond, no reaching over pond, only dipping nets.</p> <p>*Observation trays filled only by an adult prior to the session and kept at least 3 metres from pond.</p> <p>*Pond edge checked for loose edging, slippery mud, ice etc before the session and adjustments made accordingly.</p> <p>*Water less than 1 m deep. Children spaced out to avoid bumping in to each other.</p> <p>*Children shown how to carry nets safely- ie vertically with handle pointing down.</p> <p>*Pond NOT to be used if blue green algae present.</p> <p>*Open cuts/ wounds covered.</p> <p>*Gloves must be worn.</p> <p>*Children must be reminded not to put hands near their mouth/ eyes.</p> <p>*Everyone is to wash hands after the activity and before eating.</p> <p>* Virkon disinfectant to be used on pond dipping nets after use. Virkon is stored in sealed plastic container in volunteer shed. Face mask and gloves to be worn when handling Virkon.</p>	1	2	2

			<p>Dilution rate for Virkon is 1:100, 10 grams to every 1 litre of water. Always decide on the volume of disinfectant solution required at the appropriated dilution rate.</p> <p>Measure out the appropriate quantity of Virkon powder to achieve the desired dilution rate using the digital scales which are situated in the volunteer hut.</p> <p>Use a large bucket (trug) for application. Add the appropriate amount of water and then add the Virkon powder to the water.</p> <p>Before dipping nets ensure as much organic matter has been removed as possible with the hard wire brush. Use to an application rate of 300ml/m²</p> <p>Use the designated Virkon mixing and disposal area.</p> <p>Place Virkon container back in volunteer shed when finished.</p>			
Activities in Three Haggis Woodmeadow	Slips, trips, cuts, falls, accidents from canes, falling in pond, injury from log piles, injury from tools such as nets	Staff/Children	<ul style="list-style-type: none"> *Children should stay in groups and stay with an adult at all times. *They should walk, not run, and always look ahead in tree-planted areas. *Only quiet tree survey work should be carried out in tree-planted areas. *No climbing on log piles or bales of hay. <p>Suitable clothing and footwear must be worn.</p> <p>*Suitable instruction on use of equipment such as sweep nets to be given prior to carrying out activities. Nets to be carried vertically with handle pointing down.</p> <ul style="list-style-type: none"> *Tools & equipment kept tidy at all times. *Any tools not in use must be stored away. 	2	2	4 Low

	<p>electrocution from electric fence if sheep are grazing.</p> <p>Ingesting plants/ urine/ faeces and,</p> <p>burns when using fire pit,</p>	<p>Children/ staff</p> <p>Children/ staff</p> <p>Children/ staff</p>	<p>*Children should not go near the electric fence if sheep are grazing. If they need to walk by the fence, then they should be in single file and should be 1 metre away from fence edge and supervised carefully by adults.</p> <p>*Children should not put anything in their mouth and must not put fingers in their mouth whilst in the woodmeadow. Hands to be washed prior to eating and drinking.</p> <p>*If fire pit is being used for an activity such as toasting marshmallows, then children should sit 1 metre away from edge and must be accompanied by an adult at all times.</p> <p>* No running in Bodgers Den when fire is lit.</p> <p>*Children should be instructed carefully at the beginning by a suitably trained adult on how to carry out the activity safely.</p> <p>* Fire bucket, fire blanket and burns kit to be in Bodgers Den.</p>			
Activities in Bomber Wood	Slips, trips, cuts, falls, accidents, injury from log piles.	Children/ staff	<p>*Children should stay in groups and with an adult at all times.</p> <p>*They should walk and not run around and should always look ahead.</p> <p>*Children should not put anything they find in their mouth and should keep fingers out of mouths at all times.</p> <p>*Children told to stay away from building inside Bomber Wood.</p>	1	2	3 LOW

stings	Nettles, wasps, and bees.	Children/staff	*A responsible adult is to supervise children at all times during an outdoor education visit. *Where possible staff should point out any hazards such as where nettles are to ensure children do not get stung. *Before carrying out a bug hunt, children must be reminded to avoid wasps and bees. *Each school must complete their own risk assessment for their own pupil safety.	3	2	2 LOW
Fire	Injury to adults and children	Children/staff	*If a fire is spotted in Three Haggas Woodmeadow, then everyone is to evacuate safely via the main entrance gate or the entrance via Bomber Wood. *The Fire Assembly Point is in Three Haggas Woodmeadow car park. * Emergency services to be called and gate on A19 to be opened to give fire services access to the woodmeadow	1	2	2 LOW

Further Action:

The first aid and burns kit is in the large red first aid dry bag which is located in volunteer shed and MUST be taken into Bodgers Den during any outdoor education activity.

An additional first aid and burns kit is located in the Education and Volunteer cabin.

The Accident Book is located in large red first aid dry bag which is located in the volunteer shed and must be completed in the event of an accident.

A defibrillator situated at Hollicarrs Holiday Park reception

Ambulance and fire service access is via the gate from A19 at the Bomber Wood side of the woodmeadow

Likelihood Score 1-5 Remote – Very likely	Severity Score 1-5 Trivial - Fatal	Risk Rating Score 1-8 Low 9-12 Medium 15-25 High
Overall assessment	Likelihood: 1 Severity: 2	Risk Rating Score: 2

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