

## Specific Risk Assessments for Visits and Activities Sherwood Forest Education Centre

NB: These Specific Risk Assessments must be read in conjunction with the Nottinghamshire County Council Local Authority, Children, Families and Cultural Services – Generic Risk Assessments For Visits and Activities (September 2017)

These generic risk assessments are intended for use on all applicable events for a range of activities delivered on behalf of the Children, Families and Cultural Services. They should be consulted as the foundation for all the specific risk assessments within this document.

**Authors:** Katie Ward  
**Release Date:** 31.05.2019  
**Review Date:** 01.06.2019



**Specific Risk Assessments For Visits and Activities**  
**Sherwood Forest Education Centre**

May 2019

SH 1	Field studies / All walks and activities on site (including Traditional Tales, Habitat studies, Medieval Life)
SH 2	Woodland Walks / Sensory Activities
SH 3	Conservation Work
SH 4	Outdoor and Adventurous Activities (General)
SH 5	Outdoor and Adventurous Activities (Team Challenges)
SH 6	Shelter Building
SH 7	Orienteering around the Visitor Centre
SH 8	Forest Orienteering & Robin Hood Course
SH 9	Stranger Danger
SH 10	Lunch Times
SH 11	Working in the Centre/Classroom with groups
SH 12	Lone Working in the Classroom / On Site (for Centre staff and visiting teachers on self-led visits)
SH 13	The Spirit of Sherwood at Christmas – Seasonal activity

# Nottinghamshire County Council Specific Risk Assessment

## Children, Families and Cultural Services

### NUMBER SH1 Field studies / All walks and activities on site (including Traditional Tales, Habitat studies, Medieval Life)



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
All walks and Activities around site	All participants Poisoning	<ul style="list-style-type: none"> <li>Safety talk on fungi / berries given before Leaving centre. Including steps to take if a Fungus is touched accidentally.</li> <li>Hands to be washed before eating after all activities.</li> </ul>	All groups to refer to the Nottinghamshire Generic Risk Assessments	Yes	Low
	All participants Slipping / Tripping	<ul style="list-style-type: none"> <li>Route to be assessed prior to visit if appropriate.</li> <li>At all times children not to lead walk into unassessed areas.</li> <li>All participants to wear appropriate footwear.</li> </ul>	Clothing worn is responsibility of parents / school visitors, some available at the Centre	Yes	Low
	All participants Puncture / Wounds	<ul style="list-style-type: none"> <li>Suitable clothing to be worn covering body.</li> <li>Low branches to be avoided or removed if possible.</li> </ul>		Yes	Low
	All participants Insect Bites	<ul style="list-style-type: none"> <li>Avoidance of areas known to have large numbers of stinging insects.</li> <li>Any insects bite allergies to be known to first aiders.</li> <li>First Aid kit to be carried at all times.</li> </ul>	School first aiders must check children's details prior to visit	Yes	Low
	All participants Unaware of the Code of Practice	<ul style="list-style-type: none"> <li>Copies of all relevant codes to be handed out to all parents / helper with school groups each day to ensure best practice and awareness of all adults.</li> </ul>	Could be laminated to prevent waste	Yes	Low
	All participants Vehicles	<ul style="list-style-type: none"> <li>Car park is busy all year round and groups must be well supervised and walk in carefully controlled lines. Extra adults must be used when crossing the Zebra crossing from the coach park to the class room. If possible, adults to use fluorescent vests for the crossing.</li> </ul>	Walk on paths where possible and use zebra crossing when moving from coach park to class room.	Yes	Low / Med
	All participants Out of Control Dogs	<ul style="list-style-type: none"> <li>All visitors with groups informed on how to act around unleashed dogs.</li> <li>If possible dogs will be avoided when walking.</li> </ul>	Temperament of dogs always unknown	Yes	Low

# Nottinghamshire County Council Specific Risk Assessment

## Children, Families and Cultural Services

### NUMBER SH1 Field studies / All walks and activities on site (including Traditional Tales, Habitat studies, Medieval Life)



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
	All participants Person attack	<ul style="list-style-type: none"> <li>School parties should always be well supervised.</li> <li>Children not to go off alone or out of sight of adults except in groups and when location of children is known.</li> <li>Adults preferably in pairs in woods and given personal alarms or whistles.</li> <li>Safety talk given to all at start of day about 'stranger danger' – general awareness of all hazards.</li> </ul>	Adhere to guidelines for supervision ratios.	Yes	Low
All walks and Activities around site	All participants Pre-existing Medical Condition (epilepsy, asthma, allergy diabetes etc)	<ul style="list-style-type: none"> <li>First aiders should know all pre-existing medical conditions. Allergy relief to be carried in a sensible manner i.e. by person at risk, or by person allocated to be with allergy sufferer. Same system may be used for very young children with asthma.</li> <li>Asthma medication to be carried by person with condition.</li> <li>Appropriate medication should be brought on the visit with suitably qualified persons to administer.</li> </ul>	Centre staff cannot be responsible for medication carrying or take responsibility for attacks when condition is not known to them.	Yes	Low
	All participants Forestry Activities	<ul style="list-style-type: none"> <li>Check prior to visit for any proposed work and adhere to any special circumstances of, warning notices.</li> <li>New route should be used to avoid any forest walk</li> </ul>		Yes	Low
	All participants Weather (injury, sunburn, extreme cold)	<ul style="list-style-type: none"> <li>Centre staff or visiting teacher to obtain daily forecast &amp; assess ongoing changes for danger.</li> <li>Suitable clothing for weather conditions worn i.e. warm and waterproof for cold and wet conditions, full light body cover, sun cream and hat for hot weather.</li> </ul> <p>RSPB will advise if wind speed is too high to safely run school sessions. Tutor on the day will liaise with RSPB and the school.</p>	<p>On occasion conditions may be unsuitable ie high winds extreme cold.</p> <p>Some clothing may be available at classroom, ask for details.</p>	Yes	Low
	<b>Follow activity guidelines in the Day Centre Codes of Practice publication.</b>				

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: <b>Katie Ward</b> 	Date: June 19
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**These are Specific risk assessments identifying key hazards and control measures associated with visits or activities.**

# Nottinghamshire County Council Specific Risk Assessment

## Children, Families and Cultural Services

### NUMBER SH2 Woodland Walks / Sensory Activities

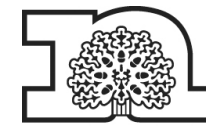


Hazards <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls applied
<b>Blindfold Activities</b>					
	All participants Trip / Fall / Bump / Puncture Injury incl eyes.	<ul style="list-style-type: none"> <li>Trail / game area checked for underfoot and head height hazard avoiding very rough ground and low tree braches</li> <li>Groups supervised correctly by school staff / helpers.</li> <li>Clear instructions given to all participants.</li> <li>Remove glasses before wearing blindfold</li> <li>All persons leading a blindfolded member of the group have been fully briefed on how to look out for hazards to their partner.</li> </ul> <p>Accidents to be reported by school staff to NCC Tutor. Accident book to be completed and any accidents that result in offsite medical treatment/hospital visits MUST be logged on NCC Well worker.</p>	<p>First Aid kit to be carried at all times</p> <p>Monitor behaviour of participants to provide an ongoing risk assessment and remove anyone no conforming to activity rules.</p> <p>All supervising adults have access to risk assessment and activity guidelines.</p>	Yes	Low-Med
Find my Tree(Get to know a tree)	Blindfold person. Bumping head on tree trunk	<ul style="list-style-type: none"> <li>Trail / game area checked for underfoot and head height hazard avoiding very rough ground and low tree braches</li> <li>Groups supervised correctly by school staff / helpers.</li> <li>Clear instructions given to all participants.</li> <li>Remove glasses before wearing blindfold</li> <li>All persons leading a blindfolded member of the group have been fully briefed on how to look out for hazards to their partner.</li> </ul>	Blindfolded person must have a team member leading them at all times.	Yes	Low / Med (depends on behaviour of group)
<b>Non Blindfold Activities</b>					
Mirror Walking	All participants Trip / Fall / Bump / Puncture Injury	<ul style="list-style-type: none"> <li>Clear instructions given on how to use mirror and watch the ground.</li> <li>Ground chosen with not too many exposed roots and divots.</li> <li>Choose area of trees with high branches.</li> </ul>	All supervising adults have access to risk assessment and activity guidelines.	Yes	Low

# Nottinghamshire County Council Specific Risk Assessment

## Children, Families and Cultural Services

### NUMBER SH2 Woodland Walks / Sensory Activities



Nottinghamshire  
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Hazards <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls applied
Woodland Perfumes (smelly cocktails)	All participants Poison	<ul style="list-style-type: none"> <li>• Clear instructions given on not picking fungi</li> <li>• No ingestion of 'perfumes'</li> </ul> <p>Care must be taken when mixing the cocktails and disposing of the mixtures after.</p>	Participants likely to put objects in their mouths need prior risk assessment by the visiting group and individual supervision or exclusion from activity.	Yes	Low (Med if participants have specific special needs relating to putting objects in the mouth)

**Refer to SH1**

**Follow activity guidelines in the Day Centres Codes of Practice publication.**

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward

Date: June 2019

# Nottinghamshire County Council Specific Risk Assessment


## Children, Families and Cultural Services

### NUMBER SH3 Conservation Work



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Tree planting, heathland work etc	All participants Slip / Trip	<ul style="list-style-type: none"> <li>All persons to wear required footwear and walk around in controlled manner.</li> <li>Unused spades to be stuck into ground not left lying flat.</li> <li>Groups to be suitably supervised by adults.</li> <li>Ground conditions to be assessed and warnings given.</li> </ul>	Teachers visiting need to be aware of risks and choose activities according to age and ability of children.	Yes	Low
	All participants Cuts to hands	<ul style="list-style-type: none"> <li>Gloves and suitable body cover to be worn.</li> <li>Bracken must not be pulled with bare hands. Do not pull Bracken late July/August</li> </ul>		Yes	Low
	All participants Diseases	<ul style="list-style-type: none"> <li>All cuts to be dealt with promptly.</li> <li>Cover all grazes and cuts with waterproof plasters / rubber gloves.</li> <li>Staff onsite, require up to date tetanus injections.</li> <li>Schools should have knowledge of children's (and parents' etc) tetanus immunization status.</li> </ul>			
Accidents with tools	All participants Injury	<ul style="list-style-type: none"> <li>Tool safety talk to be given prior to starting activity.</li> <li>First Aid kit to be carried at all times.</li> </ul>		Yes	Low
Brash Fencing / Habitat pile construction	All participants Cuts to hands	<ul style="list-style-type: none"> <li>All fencers to wear gloves.</li> <li>Care taken when handling sticks in accordance with safety instruction given on site.</li> <li>Correct supervision of group ie no running etc.</li> <li>All given correct instructions regarding lifting of large/long pieces of wood.</li> </ul>	<p>Teachers visiting to have seen Codes of Practice guidelines regarding conservation work.</p> <p>Instruction to be given to groups on site as appropriate</p>	Yes	Low
<b>All groups to refer to SH1</b>					
<b>Follow activity guidelines in the Day Centre Codes of Practice publication</b>					

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward 	Date: June 2019
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# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services

## NUMBER SH4 Outdoor and Adventurous Activities (General)



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Slippery ground / logs etc....	All participants Trip / Fall / Bump	<ul style="list-style-type: none"> <li>Appropriate supervision of activities</li> <li>Suitable supervision of pupils in light of protruding branches (eye wounds) etc.</li> <li>All participants are suitably dressed for activities</li> <li>Suitable clothing for activities</li> <li>Suitable supervision of activities / appropriate clothing.</li> <li>Pupils with asthma should carry own inhaler (if old enough) and staff should be aware of anyone at risk of an attack. Staff carry inhalers must stay with children.</li> </ul>	<p>Area of activities checked on day for avoidable hazards.</p> <p>Clothing worn dependent on parents / visiting teachers.</p> <p>Staff to follow pre-visit advice and safety talk at start of visit.</p> <p>Be aware that very cold temperatures and high pollen counts can aggravate asthma.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
<b>Follow activity guidelines in the Day Centres Codes of Practice publication.</b>					

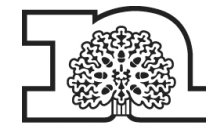
Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward		Date: June 2019
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# Nottinghamshire County Council Specific Risk Assessment

## Children, Families and Cultural Services



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### NUMBER SH5 Outdoor and Adventurous Activities (Team Challenges)

Hazards Considered Step 1	Who might be harmed and how Step 2	Existing Control Measures: Step 3	Further action - Step 3 Consider group supervision requirements, travel and hazards in the environment used.	Generic controls are being applied? If not detail in further actions	Risk when all generic controls are applied
Team challenges	All Participants Slips / Trips / Fall / Bump	<ul style="list-style-type: none"> <li>Appropriate clothing and footwear for the activity.</li> <li>Appropriate adult supervision ratios.</li> <li>Children are well supervised and under control.</li> <li>Pupils, staff, adults have understood objectives and are working safely.</li> <li>Demonstrate lifting and carrying techniques with objects and other people</li> <li>First aid kit to be carried at all time.</li> </ul>	<p>Staff to follow pre-visit advice and safety talk at start of visit.</p> <p>Visiting teachers need to be aware of risks and chose activities according to age and ability of children.</p>	Yes	Low
Asthma attack	All Participants Illness	<ul style="list-style-type: none"> <li>Inhaler to be carried and not left in classroom.</li> </ul>		Yes	Low
Sensory / Blindfold games	All Participants Slips / Trips / Fall / Bump	<ul style="list-style-type: none"> <li>Adequate supervision to allow one adult per group.</li> <li>Teacher gives safety talk before starting activity.</li> <li>Use of appropriate area. Check for hazards before starting.</li> <li>Remove glasses before wearing blindfold.</li> </ul>	Blind folded person must have team member leading them at all times.	Yes	Low
Weather	All Participants injury / sunburn / extreme cold	<ul style="list-style-type: none"> <li>Centre teacher or visiting teacher to obtain daily forecast and assess ongoing conditions.</li> <li>Appropriate clothing for the conditions to be worn</li> </ul>	On occasion conditions may be unsuitable ie high winds	Yes	Low
<b>Follow activity guidelines in the Day Centre's Codes of Practice publication.</b>					

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: <b>Katie Ward</b> 	Date: June 2019
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# Nottinghamshire County Council Specific Risk Assessment

## Children, Families and Cultural Services

### NUMBER SH6 Shelter Building

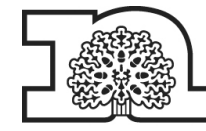


Hazards Considered <i>Step 1)</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Shelter Building	All participants Slip / Fall	<ul style="list-style-type: none"> <li>Suitable supervision of pupils.</li> <li>Participants appropriately dressed.</li> <li>Verbal instructions regarding movement around shelter building site.</li> </ul>	Clothing worn dependent on parents / visiting teachers.	Yes	Low
Shelter Building	All participants Shelter falling down	<ul style="list-style-type: none"> <li>Visiting staff/pupils given instructions regarding safe shelter building including:               <ol style="list-style-type: none"> <li>No entering shelter while building is in progress and until checked for stability.</li> <li>Careful planning and supervision of building process.</li> <li>Careful dismantling of shelters in methodical manner ie main supports last of all.</li> </ol> </li> <li>Centre teacher or visiting teacher to obtain daily forecast &amp; assess ongoing changes for danger.</li> <li>Appropriate clothing to be worn for conditions.</li> <li>No one to go off alone.</li> <li>No one to leave the enclosed shelter building area.</li> </ul>	<p>All participants to follow pre-visit advice and safety talk at start of visit.</p> <p>Copies of safety guidelines available on the day for visiting adults.</p> <p>Clothing worn dependent on parents/visiting teachers.</p> <p>Area to be checked by centre staff for dog fouling prior to groups using the area.</p>	Yes	Low
Stick Carrying	All participants Cuts / Splinters etc	Suitable supervision of pupils and suitable hand wear and full body cover worn at all times.	Gloves to be brought by pupils. Some gloves available at the centre.	Yes	Low / Med
Low Branches	All participants Puncture wounds including eyes / Lifting injury	<ul style="list-style-type: none"> <li>Suitable supervision of pupils in light of protruding branches. Instructions regarding carrying of sticks for building shelters in a safe manner.</li> <li>First aid kit to be carried at all times.</li> <li>Correct instructions regarding lifting / carrying given to groups and avoidance of lifting when possible.</li> </ul>	Tree safety checks to be carried out regularly by RSPB.	Yes	Low

# Nottinghamshire County Council Specific Risk Assessment

## Children, Families and Cultural Services

### NUMBER SH6 Shelter Building



Nottinghamshire  
County Council

Hazards Considered Step 1)	Who might be harmed and how Step 2	Existing Control Measures: Step 3	Further action - Step 3 <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
<p><b>Follow activity guidelines in the Day Centres Codes of Practice publication.</b></p>					

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward 	Date: June 2019
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# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services

## NUMBER SH7 Orienteering around the Visitor Centre



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Orienteering	All participants Slip / Trip / Fall	<ul style="list-style-type: none"> <li>• Suitable adult: child supervision ratio.</li> <li>• Participants need to be suitably dressed - footwear for outdoor PE activities. Full body cover.</li> <li>• Ground conditions checked.</li> <li>• First aider (member of school staff if self-led group) present and first aid kit available.</li> <li>• Fenced pond area in front of the visitors centre. Water is not deep but adults to be aware of water and supervise where necessary.</li> </ul>	Staff to follow pre-visit advice and safety talk at start of visit.	Yes	Low
Vehicles / Machinery on site	All participants Injury / Death	<ul style="list-style-type: none"> <li>• Orienteering visitors warned of possible vehicles / machinery / equipment in area and to act safely.</li> <li>• Mention main road in safety brief. Main road is not close to the course but due to independent group activity on the course, it must be mentioned as a hazard.</li> <li>• Warning of approaching vehicles given to all orienteers.</li> </ul>		Yes	Low
Weather	All participants Injury / Sunburn / Extreme cold	<ul style="list-style-type: none"> <li>• Centre teacher or visiting teacher to obtain daily forecast &amp; assess ongoing changes for danger.</li> <li>• Appropriate clothing to be worn for conditions.</li> <li>• Surface of amphitheatre must be assessed prior to session. In wet or icy conditions surface can become slippery and unsuitable for orienteering sessions.</li> </ul>	Clothing worn dependent on parents / visiting teachers.	Yes	Low
Dogs	All participants Injury / Bites etc	<ul style="list-style-type: none"> <li>• Information given how to reduce risk of dog attack ie stop running / stand still until dog is under control.</li> </ul>	Dogs should be on leads in Visitor Centre fenced area.	Yes	Low

# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services

## NUMBER SH7 Orienteering around the Visitor Centre



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Person Attack	All participants Injury / Abduction	<ul style="list-style-type: none"> <li>Children orienteering in groups.</li> <li>All groups have emergency whistle.</li> <li>Adults placed around orienteering area to form a safety net. Adult on path to left of area towards Major oak path and path to right towards the bridle way.</li> <li>'Safe' adults have obvious identification.</li> <li>All groups must stay together.</li> <li>All pupils to carry own medication if appropriate.</li> <li>Whistle to be blown if medical emergency.</li> <li>Emergency procedures agreed before session.</li> </ul>	Staff to follow pre-visit advice and safety talk at start of visit.	Yes	Low
			Schools must obtain info from parents and ensure medication is available.	Yes	Low
		<ul style="list-style-type: none"> <li>All pupils briefed before leaving base.</li> <li>All adults from school have obvious ID so pupils know they are 'safe' to go to for help.</li> <li>All groups must stay together, group sizes reflect age and orienteering experience of pupils.</li> </ul>	Reflective and fluorescent clothing increases visibility of orienteering children to supervising adults (bring from school if possible).	Yes	Low
<b>Follow activity guidelines in the Day Centres Codes of Practice publication.</b> Copies of safety guidelines available on the day of visiting adults					

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward 	Date: June 2019
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# Nottinghamshire County Council Specific Risk Assessment

## Children, Families and Cultural Services

### NUMBER SH8 Forest Orienteering & Robin Hood Course



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
<b><u>Orienteering in Sherwood Forest</u></b>					
Asthma	Pupils / Staff / Parents Illness	Inhalers to be carried with children at all times not left in the classroom.	Mentioned during introduction (safety talk)	Yes	Low
Uneven Ground	Pupils / Staff / Parents Slip / Trip / Fall	<ul style="list-style-type: none"> <li>First Aid Kit on site with access to qualified first aiders.</li> <li>Appropriate staff per pupil ratio and supervision.</li> </ul>	Guidance notes sent to schools (including correct clothing)	Yes	Low
Dogs	Pupils / Staff / Parents Injury	Pupils advised how to behave when dogs are about not to go up to them but leave all dogs alone.	Introductory safety talk covers this	Yes	Low
Weather	Pupils / Staff / Parents Injury / Sunburn / Extreme cold	Appropriate staff pupil ratio and supervision and appropriate clothing.		Yes	Low
Poisonous Plants Fungi	Pupils / Staff / Parents Poisoning / Illness / Death	Pupils warned about hazards also wash hands before eating.	Introduction Safety Talk	Yes	Low
Getting Lost	Pupils / Staff / Parents Injury	<ul style="list-style-type: none"> <li>Pupils in pairs/three's or small groups.</li> <li>Adults placed at strategic points / adult per group.</li> <li>Map reading skills taught well at beginning of activity.</li> <li>Safety parameters stressed – boundaries and time limits.</li> <li>Counting pupils regularly and also at the end of activity.</li> </ul> <p>Safety whistles to be carried by each group and demo on how to use the whistles MUST be done before the session takes place.</p>	Introductory Safety Talk	Yes	Low

# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services

## NUMBER SH8 Forest Orienteering & Robin Hood Course



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Park Visitors	Pupils / Staff / Parents Injury / Abduction	Pupils instructed on correct behaviour etc. (not to approach strangers / Stranger Danger). See also above.	Introduction Safety Talk	Yes	Low
Vehicles	Pupils / Staff / Parents Injury / Death	<ul style="list-style-type: none"> <li>School bus and cars must park in the school car park provided.</li> <li>Pupils made aware of road safety and vehicles used by Ranger staff on site.</li> </ul>	Introduction Safety Talk.	Yes	Low / Med

Refer to 'Day Centres Codes of Practice' booklet

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward

Date: June 2019

# Nottinghamshire County Council Specific Risk Assessment

## Children, Families and Cultural Services

### NUMBER SH9 Stranger Danger



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
All Activities	All participants Person attack / Abduction/ verbal abuse by member of public	<ul style="list-style-type: none"> <li>Whistles issued as appropriate for own safety.</li> <li>Adults with group ID to be worn.</li> <li>Close supervision of groups taking in to account recommended rations.</li> <li>Measure appropriate to activities and age groups.</li> <li>No trip to toilet alone.</li> <li>During general safety talk include mention of members of the public on site and ask all participants to respect them and keep away.</li> <li>Discourage children from interacting with adults and children from outside their own group – instructions appropriate to age of children, advise teachers prior to visit to mention to children and supervision adults.</li> <li>See activity assessment for specific details.</li> </ul>	<p>School staff must be appropriately briefed by their visit organizer – (Centre staff or visiting teacher if self-led visit).</p> <p>Leading teacher form school needs to be aware of risks and to follow pre-visit advice and safety talk at start of visit.</p>	Yes	Low

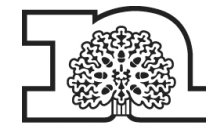
Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward

Date: June 2019



## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



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### NUMBER SH10 Lunch Times

(These are supervised by responsible adults with visiting groups)

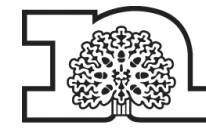
Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Lunch time games, activities Use of RSPB play area	All participants Slip / Trip / Fall	<ul style="list-style-type: none"> <li>Pupils must be supervised as appropriate by own staff / parents / helper.</li> <li>Activities should be appropriate to terrain / weather conditions and suitability supervised and equipped.</li> <li>Groups must have first aider with them.</li> <li>Assess weather conditions before beginning activities.</li> <li>Visits to toilets supervised by adults at all times.</li> <li>If using the amphitheatre for lunch times, surface and suitability must be assessed prior to use. The surface can become slippery when wet.</li> <li>Play area can be used at schools own risk. RSPB risk assessment can be provided to schools upon request prior to the school visit. Any accidents on the play area must be reported to the NCC tutor who will log with the RSPB.</li> </ul>	All participant should be appropriately briefed by the visit leader.	Yes	Low / Med
<b>Refer to SH1</b>					

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: <b>Katie Ward</b> 	Date: June 2019
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# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services

## NUMBER SH11 Working in the Centre / Classroom with groups



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Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Fire	All participants Burns / Injury / Death	<ul style="list-style-type: none"> <li>Only fight fires when small enough to use extinguisher. Use correct type.</li> <li>Evacuate the building by nearest exit.</li> <li>Assemble in front of the blue assembly signs in the main car park and take register of pupils, staff and parents.</li> <li>Do not re-enter the building.</li> <li>Emergency lighting fitted.</li> </ul>	A list of all persons on site must be brought by schools. Signs fitted to exits. Each group visit only for a day.	Yes	Low
Electrical appliances	All participants Electric Shock / Injury / Death	<ul style="list-style-type: none"> <li>RCDs used wherever needed.</li> <li>PAT testing advisable.</li> <li>Visual checks of equipment when used.</li> <li>Blanks in unused sockets.</li> </ul>	First aid kits available.	Yes	Low
Hot liquids	All participants Burns / Scalds	<ul style="list-style-type: none"> <li>No hot drinks to be carried around centre unless in a non-spill lidded container.</li> <li>Hot drinks not to be passed over people's heads.</li> <li>Glue guns to be used by adults only.</li> </ul>	No water in the classroom. Nearest running water is in the main toilet block.	Yes	Low
Doors / Cupboards	All participants Trapped fingers	Finger guards fitted to doors where pupils have access.		Yes	Low
Floors and furniture	All participants Slip / Trip / Fall	<ul style="list-style-type: none"> <li>Furniture checked regularly.</li> <li>Floor well maintained and non-slip cleaning materials used.</li> </ul>	Signs kept just inside the storeroom door.	Yes	Low
Intruders	All participants Personal attack / Injury / Death	<ul style="list-style-type: none"> <li>All doors on key pads.</li> <li>No child to be left alone anywhere at any time.</li> </ul>	Classroom keys available from the Rangers' office.	Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward

Date: June 2019

# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services

## NUMBER SH12 Lone Working in the Classroom / On Site (for Centre staff and visiting teachers on self-led visits)



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Intruders	All participants Personal attack / Injury / Death	<ul style="list-style-type: none"> <li>• Inform someone when working late / early.</li> <li>• All doors / windows shut and locked when working alone in centre.</li> <li>• Carry mobile phone around when moving between buildings.</li> <li>• Contractors must make an appointment.</li> <li>• Do not open door until identity verified.</li> </ul> Log in at the RSPB office on arrival and collect a site radio to be carried during the day. This must be returned at the end of the day.	<ul style="list-style-type: none"> <li>• All staff work alone at times but all efforts are made to keep this to a minimum.</li> <li>• Check that a mobile phone signal is available.</li> </ul>	Yes	Low
Personal injury	All participants Injury	<ul style="list-style-type: none"> <li>• Do not climb when working alone.</li> <li>• Do not carry heavy objects alone.</li> <li>• Use tools correctly when working alone.</li> </ul>	All to be aware of control measures.	Yes	Low / Med
Fire	All participants Injury / Death	<ul style="list-style-type: none"> <li>• Exit building by nearest escape route to the car park assembly point and stay out until allowed back in by emergency services.</li> <li>• Dial 999.</li> <li>• Only fight fire when small enough to be put out by extinguisher. Use correct type.</li> <li>• Avoid lone working whenever possible.</li> </ul>	Inform visitors who may be alone with a sick child etc of the emergency evacuation procedure.	Yes	Low

**(The whole Visitor Centre complex has a Fire Risk Assessment held by the Ranger service at Sherwood)**

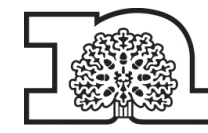
Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: **Katie Ward**

Date: June 2019

**Nottinghamshire County Council Specific Risk Assessment**  
**Children, Families and Cultural Services**

**SH 13 The spirit of Sherwood At Christmas**



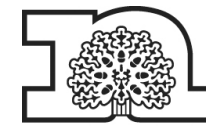
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Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Hot liquids/heating milk/ moving with hot drinks	Pupils / Staff / Parents Spills and scalds, food allergies	<p>Pupils to be well behaved and under control before drinks handed out.</p> <ul style="list-style-type: none"> <li>• Safety talks to all visitors before giving out hot drinks. Cover how to handle cups, not moving around the classroom with drinks.</li> <li>• First Aid pack to be on hand for spills or accidents.</li> <li>• Follow hygiene rules in DfES document 'Handbook for Group Leaders'.</li> <li>• Wash hands before consuming hot chocolate or any consumables.</li> <li>• Adults ONLY to carry hot chocolate to pupils. Pupils must be sat down with hot drinks.</li> <li>• Adults to check temperature of chocolate before serving.</li> <li>• Correct Adult ratio to children.</li> <li>• Visiting schools should provide relevant medical information for the Centre teacher and any details of food allergies or intolerances. A suitable alternative will be provided for any dairy free/food allergies noted. Schools MUST make centre aware before arrival.</li> </ul>	Pre-visit carried out before visit, Training/ Briefing of all staff and pupils before session starts.	Yes	Low/Med

# Nottinghamshire County Council Specific Risk Assessment

## Children, Families and Cultural Services

### SH 13 The spirit of Sherwood At Christmas



Nottinghamshire  
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Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Traffic and moving around site to classroom and on winter trail Weather and foot path safety	Pupils / Staff / Parents Injury / Death	<p>Ensure staff familiar with site and route and have attended the appropriate pre-visit training.</p> <ul style="list-style-type: none"> <li>• Appropriate adult supervision as specified in guidelines.</li> <li>• It is advisable for the children to wear Fluorescent vests or bands and suitable warm durable foot wear. Woolly hats and warm winter wear is advisable. Foot paths may be frosty/icy. Site check to be carried out by Centre leader. Inhalers / medication etc. to be carried during the session and not left in the classroom.</li> </ul>	Refer to Codes of Practice and SH risk assessment for woodland safety and outdoor activities	Yes	No

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by:

Date: June 2019