



All Saints Church of England Primary School

Outdoor Education Risk Assessment

Forest School at All Saints C of E Primary School

Assessment conducted by: Ewa Casey	Job title: Forest School Leads	Covered by this assessment: Teaching Staff, Teaching Assistants, Volunteers and Pupils.
Date of assessment: 4 th September 2023	Review interval: Annually	Date of next review: August 2024

Related documents

Health and Safety Policy. Sun Safety and High Temperature Policy. Parental Consent to Apply Sunscreen Form. Uniform Policy. Gardening Policy. Outdoor Education Policy. Educational Visits and School Trips Policy. Allergen and Anaphylaxis Policy. Tree Management Policy and Behavioural Policy.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H / M / L	Recommended controls	In place? Yes / No	By whom?	Deadline	Risk rating following action H / M / L
Awareness of Policy and procedures	H	<ul style="list-style-type: none"> • Staff, volunteers and parents are aware of all relevant policies and procedures including but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Child Protection and Safeguarding Policy - Equality Information and Objective Policy - Behavioural Policy - Educational Visits and School Trips Policy • All Staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety at Work etc Act 1974 - Equality Act 2010 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - DfE (2020) ‘ Keeping children safe in education ’ • The CFO (Chief Finance Officer) ensures the school’s insurance covers the planned activities. • An <u>Outdoor Education Policy</u> contains written procedures for ensuring the health and safety of pupils when learning outdoors. It is agreed by the <u>governing board</u> and reviewed <u>annually</u>. 	Y	Headteacher, Ewa Casey	Sept 2023	M
Slips, trips and falls	H	<ul style="list-style-type: none"> • Children are educated at Forest School the dangers regarding slipping on different surfaces, tree climbing and the dangers. • Hazardous areas are identified and blocked off by the <u>site manager</u> before outdoor lessons commence. • Hazard warning signs are clear and used where required. 	Y	Ewa Casey	Sept 2023	M

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		<ul style="list-style-type: none"> Regular checks of outdoor education areas are conducted to ensure hazards are minimised. Steps, changes in levels and other tripping hazards are clearly signed or blocked off if not in use. 				
Transport, Arrival and Departure	H	<ul style="list-style-type: none"> Transport is arranged in line with the Educational Visits and School Trips Policy, where required. A register / head count is taken when the class is leaving for and leaving Forest School and staff need to continuously head count throughout the session The class does not leave the location until all pupils are accounted for. Pupils informed what time the lesson ends and where the agreed meeting point is (Camp Fire Circle or Hill). 	Y	Ewa Casey & Classroom Staff	-	L
Supervision	H	<ul style="list-style-type: none"> The headteacher appoints a Forest School leader with the relevant experience and qualifications, e.g. a Level 3 Certificate from the Forest School Association. Adequate numbers of staff and volunteers are available to fulfil a 1:8 ratio for Mainstream and for Footsteps 1:2 at all times when supervising pupils. Individual risk assessments need to be completed for children with EHCPs and Footsteps. Staff and volunteers are adequately trained to assist pupils undertaking the activity. Pupils are taught how to safely use any tools that are required for the activity. Staff and volunteers are informed about any hazards present at the location and adhere to any mitigating measures during supervision. Regular head counts are conducted during the activity to ensure no pupils go missing. 	Y	Headteacher, Ewa Casey & Classroom Staff	-	L
Safeguarding Pupils		<ul style="list-style-type: none"> Only volunteers who have had an enhanced DBS check may supervise pupils alone. 				

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	H	<ul style="list-style-type: none"> Volunteers who have not had an enhanced DBS check are supervised by a member of staff at all times. A plan is in place to ensure pupils' exposure to members of the public at the location is minimised as much as possible, e.g. the location's boundaries are clearly marked. Pupils are informed to stay close to the group and to avoid engaging with members of the public during the activity. 	Y	Headteacher, Ewa Casey	-	L
Locational Hazards	H	<ul style="list-style-type: none"> Any risk assessments specific to the type of location are undertaken in conjunction with this risk assessment. The headteacher liaises with the location's landowner, e.g. the LA, or Forest School leader to ascertain whether the location is safe to visit and whether there are any precautions staff and pupils should be made aware of. The location is surveyed by the Forest School lead prior to the activity taking place so that any avoidable risks can be mitigated or removed, e.g. fallen trees and low-hanging branches. The location is surveyed by the landowner or Forest School leader for any areas that may pose a risk but cannot be removed, e.g. flash floods and mud slides – these areas are clearly marked and are avoided during the visit. The headteacher liaises with the landowner or Forest School leader about whether there are any construction sites, pest control measures, traps or electric fencing, etc., present that must be avoided. Staff, volunteers and pupils are made aware of any locational hazards they must avoid. The visit does not take place if there are unmitigated or unavoidable high risks to people's safety, e.g. flooding. Pupils are made aware of how far they may walk or explore and where the boundaries are. 	Y	Ewa Casey & Premises Officer	-	M / L

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		<ul style="list-style-type: none"> • Pupils are instructed not to climb where there is a risk they may fall from height, e.g. trees. • Activities take place during daylight and at a suitable time, e.g. low tide if the location is at a beach. • The location is kept clear and tidy, and any dangerous waste, e.g. broken glass, is cleared prior to the visit – this is undertaken by the location’s landowner or site manager. • Pupils dispose of any litter in a suitable bin or refuse bag, or keep hold of it until it can be disposed of properly. • Pupils are informed not to touch any animal droppings. 				
Vehicles on site	L	<ul style="list-style-type: none"> • Areas where outdoor education takes place are situated <u>forty metres</u> away from any car park. • Areas used for parking are enclosed with fencing and a gate that is locked. • A clear route is kept in the event that emergency vehicles require access to the area. • Vehicle and pedestrian access are kept separate at all times. • Vehicle access and parking are kept separate from outdoor lessons. 	Y	Premises Officer	-	L
Wildlife Hazards	L	<ul style="list-style-type: none"> • Staff, volunteers and pupils are made aware of any potential risks from local wildlife and warned what to look for and how avoid them, e.g. stinging nettles. • Pupils do not touch, move or pick up any plants or wildlife unless instructed to do so. • Pupils do not take any plants or wildlife back with them. • Staff and pupils keep a distance of at least 50 metres from any large animals, e.g. deer. • The Forest School leader determines and communicates specific safety measures in relation to the possible presence of potentially aggressive animals, e.g. rutting deer. 	Y	Ewa Casey	-	L

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		<ul style="list-style-type: none"> • Wild animals are never surrounded and an open line of retreat is always kept for the animal to prevent it feeling threatened. • All public safety notices and signs concerning the presence of wildlife are adhered to at all times. • Staff ensure that pupils are aware of what to do if a large animal approaches – pupils are instructed to not shout or wave at the animal or run off, and the group instead backs off slowly. • Pupils are aware they must not intentionally disrupt or harm any wildlife. Intentional harm or disruption to wildlife is managed in line with the Behavioural Policy. • Pupils are aware they must not consume anything found growing on the location, e.g. berries and fungi. • Foods grown in vegetable patches and /or allotments are quality-checked by a teacher before they are consumed or taken home. 				
Unfamiliar sites / lost pupils	M	<ul style="list-style-type: none"> • All staff take a tour of the outdoor activity sites prior to the lesson to ensure their familiarity with the sites. • Supervision is increased when outdoor activities go ahead. • Register frequent head counts. • Staff remain with pupils at all times during the lesson – the staff to pupil ratio is <u>1:8 for Mainstream and for Footsteps 1:2</u> • Relevant risk assessments are carried out prior to pupils accessing the outdoor activity sites. • Should a pupil go missing, the school will follow its missing person procedure, as set out in the <u>Educational Visits and School Trips Policy</u>. 	Y	Ewa Casey, & Classroom Staff	-	L
Adverse weather		<ul style="list-style-type: none"> • Local weather conditions are monitored to anticipate adverse weather conditions. 				

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	M	<ul style="list-style-type: none"> • Pupils allowed to attend activities with suitable clothing and footwear. • Planned activities are altered, or cancelled if necessary, to allow for adverse weather conditions. • Sunscreen of SPF 50 and above is worn where necessary. • Regular inspections (half termly with Headteacher, Forest School Lead, Premises Officer and Health and Safety Governor) of the site are carried out by the <u>site manager</u> to identify any problems caused by adverse weather. • Staff are aware of the procedures to follow should a lightning storm occur when a class is located a distance from the school. • In the event adverse weather is identified, e.g. an incoming storm or heavy torrential rain, all pupils and staff members return to the school immediately. 	Y	Ewa Casey, Premises Officer and Classroom Staff	-	L
Hot weather	M	<ul style="list-style-type: none"> • Adequate areas of shade are provided. • Drinking water is always available. • All staff are briefed on the need to protect themselves and pupils from excessive heat and exposure to the sun. • Correspondence sent to parents includes advice to provide their children with sun protection, e.g. sun cream and hats, prior to the lesson. • Sun cream is applied, when necessary, in line with the <u>Sun Safety and High Temperature Policy</u>. • Sunscreen of SPF 50 and above is worn where necessary. • In EYFS wide-brimmed hats are provided for those that do not have them. • First aid arrangements are in place and in line with the First Aid and Procedures Policy. • The ratio of trained first aiders to pupils and staff members is <u>1:8</u>. 	Y	Ewa Casey, & Classroom Staff	-	L

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		<ul style="list-style-type: none"> Pupils known to suffer from hay fever are to take the relevant medication before attending the session. The school has extra hay fever tablets for those in need (Piriton), these will be administered in line with the school's <u>Allergen and Anaphylaxis Policy</u>. 				
Clothing	L	<ul style="list-style-type: none"> A letter is to be sent out with information on regarding appropriate clothing at least one week prior to the sessions taking place Appropriate clothing is worn that is suited to the weather conditions, e.g. wearing waterproof clothing in the rain. Suitable and comfortable footwear is worn during activities. Where a pupil's clothing is not suitable for the activity or location and appropriate clothing cannot be provided either by the school or the parent, the pupil does not take part in the activity – alternative arrangements are put in place. 	Y	Ewa Casey, & Classroom Staff	-	L
Insect bites	M	<ul style="list-style-type: none"> Pupils with allergies or those at risk of anaphylactic shock are treated in line with the <u>Allergen and Anaphylaxis Policy</u>. Epi Pens / Inhalers to be taken to each session with the class teacher / staff . Natural repellents are used to reduce risks where necessary. Pupils are advised to wear suitable clothing for outdoor activities; long trousers and sleeves are recommended. The school keeps a register of all pupils with known allergies and those in danger of anaphylaxis to mitigate the risk of serious illness. 	Y	Ewa Casey, Louise Hamilton & Classroom Staff		L
Inclusivity and Pupils with SEND		<ul style="list-style-type: none"> Where necessary, the headteacher liaises with the SENCO and the parents of any pupils with SEND to assess whether there are any additional individual needs that must be considered prior to the activity. Pupils with mobility disabilities are risk assessed separately to ensure the activity and the location is suitable for them. 				

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	M	<ul style="list-style-type: none"> The headteacher liaises with the Forest School leader to determine whether any accessibility means are available or required, e.g. accessibility ramps. The Equal Opportunities Policy: Pupils is given due regard for all activities, and activities are planned to be as inclusive as possible. Where an activity is not safe for a pupil with SEND to take part in, alternative arrangements are made. Suitable supervision during activities is provided for pupils with SEND who require it. The ratio for mainstream is 1:8 and for Footsteps it is 1:2 Individual risk assessments need to be completed for children with EHCPs and pupils in Footsteps 	Y	Headteacher, Ewa Casey	-	L
Pupils Behaviour	M	<ul style="list-style-type: none"> Pupils are informed before the lesson what the expectations are of their behaviour. Unsafe behaviour is managed in line with the Behavioural Policy. Pupils who display persistent unsafe behaviour and / or put other pupils at risk of harm during the activity do not participate in the rest of the lesson – these pupils are escorted away and are supervised, as necessary. Pupils who display persistent poor behaviour may be excluded from future activities. 	Y	Ewa Casey & Classroom Staff	-	L
Stings and poisoning from plants	M	<ul style="list-style-type: none"> Areas are checked for harmful plants that require removal prior to the beginning of the lesson. Closed-toe footwear is mandatory. 	Y	Ewa Casey & Premises Officer	-	L
Poisoning from pathogens present in soil	M	<ul style="list-style-type: none"> Good hand washing procedures are in place. Pupils must wear gloves for collecting activities. Cuts and abrasions are covered with waterproof plasters. Eating is not permitted in outdoor education areas. 	Y	Ewa Casey & Classroom Staff	-	L

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		<ul style="list-style-type: none"> Access by cats and dogs is prevented. 				
Falling tree branches	H	<ul style="list-style-type: none"> Trees are regularly checked for the presence of rot or partially fallen branches. Damaged branches are removed ahead of outdoor activities. Immediate checks are conducted prior to any outdoor lessons that involve working directly under tree canopies. Activities are not carried out directly under tree canopies during adverse weather conditions. Trees are checked by the <u>site manager</u> after adverse weather, e.g. high winds, to ensure any damage is identified and remedied. All damage to trees is handled in accordance with the school's <u>Tree Management Policy</u>. 	Y	Ewa Casey, Premises Officer & Classroom Staff	-	M
Forest School Tools	H	<ul style="list-style-type: none"> The Forest School Lead of the session will have checked all tools are all safe and in working order. The Forest School Lead will have had a safety talk with the class pupils, with classroom staff who attend Forest School regarding how we use and don't use the tools. The tools which will be in use are: Hammers and Nails, Tenon Saws, Hand-held trowels, hand-held forks, Sheers (used by a member of staff to create paths through woodland area) When the children are using the Forest School tools, staff need to be supervising the children AT ALL TIMES. When supervising the children with tools the ratio is 1:6 The tools are not to be used within the woodland area, only under the hut or outside of the hut. The tools must be counted out and then counted back in. 	Y	Ewa Casey	-	H / M

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Forest School Camp Fire	H	<ul style="list-style-type: none"> The Forest School Camp fire should only be lit under the supervision of the Forest School Lead or Footsteps Forest School Lead ONLY. When the fire is lit, all children and staff (other than the adult currently in charge of the fire) needs to be 2 metres away at all times. There are secured logs for children and staff to sit on. Children and staff are NOT to walk through the camp fire circle when the fire is lit. In the event of a pre-planned cooking session, children will be identified and supported by the Forest School Lead ONLY to be in close proximity (1 metre +) to support with cooking. Whilst the camp fire is lit and the Forest School Lead is supervising the fire, the remaining staff need to supervise the children. The ratio remains the same 1:8 or if they are in Footsteps 1:2. If the activity involves cooking food, then the adult leading this session will supervise one child at a time, leaving the other adults to supervise remaining children. When the fire is to be extinguished, the adult in charge is to put it out, with water and is not to leave the site until satisfied the fire is completely out. Any lessons that involve fire or lighting fires for survival are conducted in line with the Fire Safety Policy. A suitably trained member of staff who is equipped to manage fire safety is on site at all times when fire is being taught about or is present. Food cooked on a campfire or gas burner is quality checked by a member of staff before consumption, who also ensures it is cool enough for pupils to eat. 	Y	Ewa Casey	-	M
Collecting activities	M	<ul style="list-style-type: none"> Allergies are reviewed with a separate risk assessment prior to the lesson. Pupils are checked for cuts and / or abrasions and these are covered with a waterproof plaster before starting the collecting activity. Pupils are reminded of the importance of staying in a group. 	Y	Ewa Casey & Classroom Staff	-	L

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		<ul style="list-style-type: none"> Pupils are given instructions not to collect sharp items, put things near their faces or eat anything they collect, and to wash their hands at the end of the activity. Pupils are supervised at all times. 				
Injury from incorrect lifting	M	<ul style="list-style-type: none"> Only staff members are permitted to lift heavy objects. Wheelbarrows and other equipment are available to assist with lifting. The <u>site manager</u> demonstrates to staff how to lift correctly, to minimise the risk of injury. 	Y	Ewa Casey & Classroom Staff	-	L / M
Lesson Plans	L	<ul style="list-style-type: none"> Forest School always needs to have a plan, it is still a lesson. All lessons plans from previous years are stored on the All Saints Staff Share, for you to use and adapt. Make sure that you save your planning on the Staff Share, so there is a central record for Forest School planning. Before heading to Forest School makes sure you have read your plan and you know what you intend the children to get out of the lesson. Make sure that all staff who attend your Forest School session have read the lesson and plan are fully equipped and prepped for the lesson. There are Forest School books within the school library for staff to use and borrow for further ideas. 	Y	Headteacher, Ewa Casey	-	L
Accidents, Allergies and Emergencies	H	<ul style="list-style-type: none"> At least one trained first-aider is present during the activity Staff, volunteers and pupils are aware of the name of the trainer first aider(s). A first aid kit is available during the Forest School session and is adequately stocked (and regularly checked) Staff are aware of any allergies pupils may have, e.g. bee sting allergies, and ensure an adrenaline auto-injector (AAI) and other suitable medication are carried as part of the first aid kit. A plan is in place to manage emergency situations, e.g. there is an agreed meeting point and a register is taken (camp fire area or hill) 	Y	Headteacher, Ewa Casey	-	L

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		<ul style="list-style-type: none"> Staff are aware of how to contact the Forest School leader in case of an emergency and are provided with any vital contact numbers. Staff understand that they must call 999 if their or another person's life is at risk. 				
In the event of an emergency	H	<ul style="list-style-type: none"> Forest School Lead / Class Teacher to ensure they have their mobile phone with them Contact school office who will then direct appropriate member of staff to location Forest School Lead / Class teacher to contact emergency services from area to enable questions to be answered fully. 	Y	Headteacher, Ewa Casey	-	L

Risk Assessment Checked and Approved by: Julie Wright		Risk Assessment Written and Amended by: Ewa Casey		Date of next review: August 2024
Signed:	Date:	Signed:	Date: 4th September 2023	