

SURREY WILDLIFE TRUST

Risk Assessment Form –Outdoor Learning on Education Reserves

Assessed:	General Risks and Benefits	Date:	19/03/2021		
Site Location	Nower Wood & Bay Pond	Updates:	Jan-15	Jan-16	Jan-17
Assessed By:	Laura Ashfield, Ben Siggery, Louise Shorthose, Kirsty Porter, Josie Slade	Jan-18	Jan-19	Feb-20	Jul-20

Benefits:

- 1) Participants will feel the physical and mental health benefits of learning outdoors
- 2) Enriched understanding of the natural environment through observing and engaging with a variety of species
- 3) Enhanced self-esteem of participants through learning new skills and especially for those that learn better outside a classroom
- 4) PHSE - care for each other and the environment, teamwork, working in new environments with new leaders, having fun

Type of Hazard	Likelihood of Occurrence	Hazard Severity	Risk Factor	Precautions Action to be taken to reduce the risk	New Likelihood of Occurrence	Hazard Severity	New Risk Factor
General Emergency	4	2	8	Staff and volunteers trained in emergency first aid and aware of emergency procedures; Nearest A&E for Nower Wood: Epsom; For Bay Pond: East Surrey, Redhill. First Aid Kit to be taken for use on site and radio and/or mobile phone available for all groups for use in emergency.	2	2	4
Getting lost/separated from group	3	3	9	Leader to undertake regular head counts. Establish boundaries for each activity and ensure participants remain in view. When walking between locations, if possible, have an adult at the rear of the group. Essential toilet trips /return to centre in groups of 3 or more - advise route and meeting point.	1	3	3
Self-guided visits - getting lost - emergencies	3	4	12	All self-guided groups can do a recce before visiting. They will be given maps with routes to follow and instructions that relate to clear landmarks Groups advised that from anywhere on the reserve if they head uphill they will find the blue rope trail which will eventually lead them back to the centre All groups will be given a contact phone number for the office in case of emergency or getting lost	1	4	4
Uneven ground - slips, trips and falls	3	2	6	Advise suitable footwear to be worn during pre course liaison; Make participants aware of uneven ground -particularly tree roots, rabbit holes and stones as well as slippery mud. Ensure participants take their time and don't run.	2	2	4
Use of equipment and tools	2	3	6	When lifting heavy equipment, staff and volunteers should bend at the knees to avoid damage to their backs. Heavy equipment should be carried by two or more people depending on weight. Safe use of equipment (e.g. pond nets, soil augers) to be demonstrated prior to visitors using. Appropriate tool safety talks and PPE to be provided for practical tasks.	1	3	3
Injury from - natural materials - craft tool use	3 3	1 3	3 9	Children to be aware how to safely handle natural materials and gloves to be worn if necessary. No running whilst holding sticks etc. Hands must be washed afterwards. Use child-friendly scissors. Children and adults briefed on how to	2 1	1 3	2 3

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				use tools where appropriate. Children supervised at all times and only trained adults to use tools where necessary.			
Handling of minibeasts	2	2	4	Instruct participants to handle minibeasts gently and allow the minibeast to move freely. Advise and try to ensure participants to wash hands before eating or drinking, and at the end of the activity. Avoid any handling of those able to bite or cause skin irritation.	1	2	2
Getting debris in eye during tree beating	3	2	6	When tree beating ensure students look down, close eyes or put a hood up etc. to avoid getting any debris in their eyes. First Aid kits contain eye wash encase of any incidents to wash the debris out of the eye.	1	2	2
Cold/wet weather – Risk of hypothermia, additional slippery surfaces	4	3	12	Advise suitable clothing in pre course liaison. Spares available on site Minimise exposure by ensuring correctly dressed and protected, leaders alert to symptoms and prepared to adapt activities to suit weather. For holiday clubs ask parents to provide a change of clothes	1	3	3
High winds – risk of injury from falling branches	3	5	15	Regular tree safety inspections along paths and activity areas. Site inspected before visitors arrive; Staff to follow safety protocol – check forecast. Wind speeds above 23mph cancel / stay indoors. Average wind speeds between 17-23mph, dynamic assessment – return to centre if windspeeds / gusts pick up.	1	5	5
Danger from tools left out on site	2	3	6	Volunteers and staff to be aware of working areas and avoid if possible; Advise visitors of presence of people working on site; Conservation volunteers to be briefed not to leave tools unattended.	1	3	3
Risk of burns and scalds	3	3	9	Demonstrate safe use of fire lighting and establish fire circle (if having a fire) Bucket of water, fire blanket and burns kit available during fire lighting activities; Ensure everyone is aware of the fire bowl being hot after a fire.	1	3	3
Skin irritation, stings, scratches, allergic reactions through contact with insects/vegetation during visit	2	4	8	Visitors advised to wear long sleeves and trousers Visitors advised to keep to paths at start of day; leader to take participants on an appropriate route. Avoid direct contact with known plant irritants (e.g. Hogweeds, spurges, Hemlock, Wild parsnip, Foxglove). If contact occurs clean affected area with soap and COLD water as soon as possible and do not expose contaminated skin to sunlight. Use equipment to handle and observe invertebrates (black pots, spoons, viewers etc) Latex free gloves available to those with nut allergies; Ensure any participant with plant related/insect allergy is carrying prescribed medication such as an epipen	1	4	4
Tick bites - risk of Lymes disease	2	4	8	Visitors advised to wear long sleeves and trousers Warn participants to check for tick bites and for them to remove ticks if found. Advise to see a doctor if symptoms of Lyme's disease develop (rash / flu) or if part of tick remains in body. First Aid kits contain tick removal devices. Staff should advise visitors/accompanying adults how to use them but should not	1	4	4

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				attempt to remove the tick themselves. Group leaders are advised of ticks pre visit and given an information sheet with symptoms to look for etc. to take away post-visit.			
Eye injuries – twigs, dust, insects, allergies	4	2	8	Advise visitors with hayfever etc to take medication before visit Keep head down when tree beating Do not rub eyes with dirty hands Use eye wash if foreign objects enter eye/ administer appropriate first aid.	2	2	4
Infections from water / contaminated soil e.g. Weil's Disease	2	4	8	Brief students to check for fresh, open cuts or eczema on their hands and provide non-latex gloves for those that do for pond dipping. . Brief students not to rub their eyes/ lick their fingers etc during activities; Wash hands as soon as possible with hot soapy water on return to base and always before eating.	1	4	4
Falling branches due to Ash die back	3	4	12	No activities / talks under infected ash trees and avoid paths through ash showing die back during winds >18mph. Daily risk assessment to advise volunteers of any no go areas.	1	4	4
Use of chemicals in studies / activities	3	3	9	When using chemical/toxic substances (e.g. universal indicator, barium sulphate) ensure sensible precautions are taken – they are not to be ingested and contact with skin is to be avoided. Hands are to be washed after using chemicals, gloves to be worn in the case of sensitive skin/open wounds/eczema.	1	3	3
Dogs	2	3	6	Only staff dogs allowed on site, Staff to keep dogs under control when any visitors on site. Keep dogs away from children with allergies / phobias of dogs.	1	3	3
Trespassers	4	4	16	Follow incident procedure – do not deal with incident alone, alert relevant authorities as per SWT practice note 5. If you are accompanied then apply SWT practice note 23.	1	4	4
Vandalism and litter	4	2	8	Check and clear site before visitors arrive of any litter/hazardous waste that has been left by trespassers if it is safe to do so. Alter walking routes/activities to avoid damaged areas if necessary. At Bay Pond, remove rope from blindfold trail at end of the day; Always lock away equipment.	1	2	2
Ponds - Drowning - Weil's disease - Covid19	2 3 3	4 2 4	8 6 12	Drowning: Take care, keep away from edges unless activity requires. Leader to instruct & demonstrate safe methods to use while dipping Limit numbers on pond edge at a time in order to minimise likelihood of being hit with net pole. Be extra vigilant with children. Carry a Safety line but use net as grab pole if more suitable. Ensure additional care is taken in wet weather conditions, where wooden platforms can be additionally slippery. Weil's disease: No eating. Waterproof gloves to protect cuts & eczema. Always wash hands afterwards. Covid19: No one on site with COVID-19 symptoms. Clear instructions about distancing between 'bubbles' RISK OF DROWNING TAKES PRIORITY OVER COVID-19. All to hand sanitize on arrival at pond. Sanitize pond net handles between bubbles. Provide clean spoons and magnifiers for each user. Tutor to wear visor at events to explain safe procedures	1 2 1	4 2 4	4 4 4

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Covid19	3	4	12	<p>Booking: Limit numbers according to appropriate government guidelines. One school on site at a time until risk of COVID significantly reduces unless groups can be kept safely apart; work with each school's guidelines to establish numbers on site;</p> <p>Pre Visit: liaise with school / attendees over their group arrangements and COVID-19 policy for social distancing. Enforce the policy that no staff, volunteers or visitors to come if they have suspected COVID-19 (refund / no charge for visitors isolating for COVID-19).</p> <p>On the day: Brief staff and volunteers on distancing / handwashing policy / toilet use and locations for each group;</p> <ul style="list-style-type: none"> -Schools to send children and adults up to centre in their working groups; -Other visitors to be greeted in designated location as advised in booking confirmation; -SWTstaff to meet groups and lead their group to toilets to wash hands; queue >1m apart. For able bodied visitors- enter and queue from ramp side and leave via steps and wait for group in a line along the path; Staff to clean toilets after their group have used – wear gloves, mask and visor; -Visiting teacher to keep a list of all children, helpers and staff working with each group, assign name to group e.g group 1 and advise SWT staff and vols of group name (for track and trace) -Brief group on distancing rules; staff /volunteers always maintain 2m from visitors (or Volunteer), remind them of the need for regular hand washing and sanitizing before and after activities and before eating; -Remain outside wherever possible for activities unless extreme weather. Indoor activities e.g for adults can proceed if room well ventilated and distancing can safely be applied. Otherwise all >11 years to be asked to wear a mask indoors. --Anyone developing COVID-19 symptoms during visit must leave site or isolate until collection (Bench at top of steps). DO NOT leave children unattended, keep a safe distance from patient, wear mask and give patient a mask. Anyone who has had close, unprotected contact to also leave site. -Follow procedure for testing and reporting COVID-19 -Staff to check all rubbish and belongings taken off site before visitors leave; -Visitors and staff to wash hands before departure; -Disinfect equipment and contact points with sanitizer / thorough washing with soapy water / leave 72 hours AS APPROPRIATE 	1	4	4

A simple equation can be used as a basis: Risk = Hazard Severity x Likelihood of Occurrence	Risk factors: 1-3 = low, improve where possible 4-9 = medium, improve as soon as possible 10+ = high, unacceptable, reduce risk before work carried out
The likelihood of occurrences should be assessed on a scale of five: 5 Likely - An injury is probably going to occur 4 Common - An injury is likely to occur more than three times in a working year (doing this activity every day) 3 Occasional - An injury is likely to occur two or three times in a working year (doing this activity every day) 2 Possible - An injury may occur once in a working year (doing this activity every day) 1 Not Likely - An injury may occur less than once in a life time through this activity	The hazard severity should similarly be assessed on a scale of five: 5 Very High - multiple deaths 4 High - death to an individual 3 Moderate - injury or disease capable of keeping more than one person off work for 3 or more days 2 Slight - injury or disease capable of keeping one person off work three or more days 1 Low - minor injury to one individual

Any accident must be written in the accident book in the office, this information will be transferred to the Health and Safety Committee at:

Surrey Wildlife Trust, School Lane, Pirbright, Surrey, GU24 OJN Tel. No. - 01483 795440

Nower Wood Emergency Procedure

All be aware - If you hear the fire bell, come back and gather in the upper car park ASAP. Perform a head count in the car park.
- If you hear a persistent whistle, help is needed.

If an emergency occurs while out on the reserve:

1. (If someone has a mobile that works, phone 999 AND) Use two-way radio to call the office to alert them.
2. Tell office as much information as possible about the incident, eg nature of injury, age and sex of patient, if conscious, any pre-existing medical conditions etc.
3. Ask office to phone the emergency services with the information and to get back in touch when help arrives on site.
4. Stay with patient till emergency services arrive and keep in communication with office through two-way radio.
5. Deal with other pupils & teachers to the best of your ability and depending on the nature of the incident, the radios may help.
6. After incident/accident is dealt with please remember to fill out the appropriate forms and inform the manager.

Nower Wood Educational Nature Reserve, Mill Way, Leatherhead, Surrey, KT22 8QA