

SURREY WILDLIFE TRUST

Risk Assessment Form – Outdoor Learning on Education Reserves

Assessed:	General risks and benefits	Date:	25/01/2024		
Site Location	Nower Wood	Updates:	Jan-17	Jan-18	Jan-19
Assessed By:	L Shorthose, L Ashfield, B Siggery, E Rothwell, E Foster	Feb-20	Jul-20	Mar-21	Feb-22
		Jan-23			

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. 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 center 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 center 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

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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 use tools where appropriate. Children supervised at all times and only trained adults to use tools where necessary.	2 1	1 3	2 3
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
Cold/wet weather – risk of hypothermia, additional slippery surfaces	4	3	12	Advise suitable clothing in pre course liaison. Spares available on site Staff must dynamically assess conditions and group wellbeing. Return to shelter if necessary. Advise visitors not to run; amend games as necessary.	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. Average 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, spurge, 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

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Tick bites - risk of Lyme's 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 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.	1	4	4
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 – look down, close eyes or put up a hood etc to avoid debris falling into eyes. Do not rub eyes with dirty hands. Use eye wash (in First Aid kit) if foreign objects enter eye to wash out the debris / 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

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Ponds - Drowning - Weil's disease	2 3	4 2	8 6	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.	1 2	4 2	4 4
Using a Slack-Line	3	3	9	Check area is clear of obstacles within a 1m band on either side of the tight rope/line. A safety brief given to users. The line is tested for tension before it is open for use and a "holding" rope can be set up at a suitable distance above (consider the height of students or adults using the line). Whilst setting up select suitable trees and mind fingers in ratchet action. Ensure ratchet is locked before use.	1	3	3
Covid19	3	4	12	Actions to be taken according to prevailing government guidance. Use of masks, regular handwashing, wipe down of tools etc to be continued if anyone with COVID like symptoms	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
<u>The likelihood of occurrences should be assessed on a scale of five:</u> 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	<u>The hazard severity should similarly be assessed on a scale of five:</u> 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 0JN 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