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| **DESCRIPTION OF TASK / ACTIVITY** | **Learning in Woods Activity (example worked visit to Oakwood)**  This generic Risk Assessment should be used as a basis for preparing an event specific Risk Assessment.  It sets out general hazards and control measures for walking to a local amenity and an outdoor learning activity.  Specifically this risk assessment sets out some of the additional risks associated with a bushcraft session.  If an Approved Activity Provider is used to run a bushcraft session, then the session will be managed under the Provider’s safety system and risk assessment. However the school is still responsible for managing the risk of getting young people to and from the venue.  Elements may be removed if they are not applicable and additional elements may be added to address specific hazards of an excursion, activity or participants’ needs.  It is the responsibility of the Head of Establishment / Visit Leader to prepare a Risk Assessment that recognises these general hazards and provides adequate details of the hazards and control measures of their specific excursion. |
| **LOCATION** |  |

| **Item** | **What are the hazards?** | **What are you already doing, i.e. what Control Measures are already in place?** | **Anything else you need to do to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
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| 1 | Inappropriate activity plan | * Supervisors to be familiar with the route and the activity * A member of accompanying staff will hold an appropriate First Aid qualification * Supervision ratios will be a minimum of 1:15 (for P4-7 pupils, 1:20 for S1-4) * Young people will appropriately informed and prepared for the planned activities * Activities have been planned to suit the abilities and needs of individual group members * Does venue have easy access for Emergency Services | In preparing excursion specific Risk Assessment you can add details of supervisor’s experience or qualification  Is supervisor familiar with the activity?  If using an Approved Activity Provider, refer to their risk assessment  Supervision ratios may need to be increased to meet specific needs  Consider adding names of any members of staff allocated specific responsibilities during the visit |  |  |  |
| 2 | Inadequate clothing or equipment | * Young people and Parents to be informed of the activity and clothing required * Leaders will visually check equipment before use * Leaders will check that young people have appropriate clothing | Activities may have to be adjusted or curtailed if participants have inadequate clothing or equipment |  |  |  |
| 3 | Slips and Falls | * Supervisors to be familiar with the route and the activity * Supervisors to discuss the activity plan and actions to take if problems occur * Activity has been chosen taking account the ability level of the group and weather conditions * Supervisors are to check the activity area on arrival and note any specific hazards * Participants will be briefed on the specific area being used and any out of bounds areas * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure * Ensure all members of staff and (if appropriate) young people understand the actions required in the event of an incident or emergency (including who has the list of participants and medical details, who has the emergency phone, details for contacting Emergency Services and Base Contact during the visit | This may include  Supervisors to be aware of individual needs and abilities  Supervisors must have pre-planned alternate activities if the plan needs to be curtailed  Parts of the route to the activity, or the activity, may require close supervision of the group or individuals |  |  |  |
| 4 | Traffic | * Clear procedures to be set for behaviour during transit to the activity area and young people will be informed on the correct techniques for walking on or crossing roads * Adequate supervision ratios * Young people must be supervised when on or near roads * Ensure all members of staff and (if appropriate) young people understand the actions required in the event of an incident or emergency (including who has the list of participants and medical details, who has the emergency phone, details for contacting Emergency Services and Base Contact during the visit | Consider adding additional control measures as prompts to staff. For example:  Frequent head counts  All adults to wear fluorescent bibs  Adults placed at the front and rear of the group.  Additional adults to be distributed amongst group (if available) and at the front and back.  Ensure group walk slowly to keep group together  Consider detailing road crossing procedures. For example.  Adult stands in middle of road whilst pupils are crossing. Group waits on far side of road until adult rejoins the group  Cross by traffic lights where available  Walk in single file on narrow pavements or near busy roads |  |  |  |
| 5 | Natural Hazards | * Supervisor to check activity area in the week before planned activity * On arrival Supervisor to check area for new hazards * Pupils to be briefed on activity area and any out of bounds areas * Supervisor to discuss risks with young people * Toileting to be discussed with group. Pooh bags to be carried by Supervisor | Consider listing natural hazards as a guide for staff, for example:  Trip hazards from tree roots and stones  Stinging nettles  Brambles  Dog mess  Litter – needles, bottles |  |  |  |
| 6 | Delayed access to medical assistance | * Member of accompanying staff will have an appropriate First Aid qualification * Appropriate first aid equipment will be carried by the supervisor * All group members have be briefed on the actions to take in the event of an incident or emergency * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure * Ensure all members of staff and (if appropriate) young people understand the actions required in the event of an incident or emergency (including who has the list of participants and medical details, who has the emergency phone, details for contacting Emergency Services and Base Contact during the visit | Consider briefing young people on what they need to do if a problem occurs |  |  |  |
| 7 | Young person (s) lost | * Supervisors to be aware of participants * Young people have been briefed on what to do if they become separated from the group, including location of any meeting points * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure * Ensure all members of staff and (if appropriate) young people understand the actions required in the event of an incident or emergency (including who has the list of participants and medical details, who has the emergency phone, details for contacting Emergency Services and Base Contact during the visit | Consider adjusting supervisor ratios for individuals at specific risk |  |  |  |
| 8 | Weather  Current weather conditions  Rapid changes to conditions | * Supervisors will obtain weather forecast for duration of activity * Leaders will ensure that each participant is appropriately clothed and has sufficient food and water * A member of accompanying staff will be First Aid trained * Supervisors will modify or curtail the activity if prevailing conditions are inappropriate for the group or the planned activity * Have sufficient materials to erect a shelter | Consider needs of individual group members with additional support needs  Consider pre-planned wet weather alternatives |  |  |  |
| 9 | Fires, stoves and Cooking | * Staff trained and experienced fire lighting * Supervisors will brief group members on the hazards and safe use of fire or stoves * Fire contained in Fire pit or fire bowl * Circle drawn round fire; no pupils allowed in the circle * Young people to discuss risks and safe techniques for cooking * Food for cooking to be agreed before the activity * Fire to be watched at all times. * Water to be kept by the fire. * After use the fire will be fully extinguished | Consider adding specific advice such as; Participants to be briefed on the hazards of smoke from fires, minimum safety distance from fires, and the risk of burns and scolds when handling hot items |  |  |  |
| 10 | Pre-existing medical conditions | * Parents must complete consent and medical information forms * Supervisors must familiarise themselves with any pre-existing medical conditions * A member of accompanying staff will be First Aid trained * All staff and group members to be briefed on the location and use of any inhalers or auto-injectors carried by members of the group | Consider adding details of any pre-existing medical conditions |  |  |  |
| 11 | Inappropriate behaviour | * Code of conduct agreed with all group members prior to the expedition * Provision to be made to collect participants who do not abide with code of conduct | Consider adding details for supporting specific individuals |  |  |  |
| 12 | Other members of the public | * Prepare code of behaviour to avoid disturbing others * Clearly set areas for the activity to ensure group can be monitored at all times |  |  |  |  |
| 13 | Insect and animal bites and stings | * Supervisors must be briefed on potential hazards, safety precautions and appropriate First Aid, including Ticks and Lime’s disease, insect stings and adder bites | Dependent on the route, consider also including hazards and precautions for drinking water from natural sources |  |  |  |
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| **Prepared by:** | |  | **Date:** |  | | |
| **Date for review:** |  | | |
|  | | | | | | |
| **Checked and Approved by:** | |  | **Date:** |  | | |