

Job Risk Assessment 40

INFORMATION FOR SELF-LED GROUPS:

If someone in your group has an accident whilst at Bedgebury, the emergency response number is 01580 879820 should you need assistance. The line is staffed during office hours – outside these hours please call 999 for help. All accidents occurring at Bedgebury, whether in office hours or outside them, MUST be reported by calling 01580 879820.

Time Period Covered	21/01/11 – 21/01/12	Location	National Pinetum and areas of Forest Plots and Bedgebury Forest.
Activity	Bedgebury Education Programmes led by Bedgebury staff - GENERIC		
Persons covered by risk assessment:	Learning and Interpretation Manager, Education Officers & Education Tutors, volunteers, public, schools (supervising adults and pupils)		

The Hazard	Location of the Hazard	Who could be harmed?	Level of risk	Controls	Implementation/ Monitoring
Forest / Pinetum environment – dead trees, branches, trip and fall hazards, dog fouling	Team Building Area (Forest). Pinetum & Nursery. Mini-beasting area (Forest Plots). Paths and picnic	Employees, volunteers and members of school / group being led (adults and children)	Medium	<p>Education staff to carry out health and safety checks and complete weekly ticklist on those weeks when education visits are due.</p> <p>Education staff to inform Tree Team Supervisor (Julian Dormady) of any action required.</p> <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading group) to inform pupils and supervising adults of hazards (including trip</p>	<p>Learning and Interpretation Manager to observe at least 4 visits/events per year to ensure that staff are giving correct health and safety information, in accordance with Bedgebury Resumption System.</p> <p>Learning and Interpretation Manager to ensure that</p>

	areas			<p>hazards), appropriate behaviour, and to impress the need to heed any warning signs. Also to impress upon pupils the need to wash hands after collecting activities.</p>	<p>weekly health and safety checks are taking place and signing to say that they have seen the check in accordance with Bedgebury Resumption System.</p> <p>Learning and Interpretation Manager to review procedures as part of annual risk assessment review in accordance with Bedgebury Resumption System.</p> <p>Bedgebury Director to monitor reported accidents and near misses and implement appropriate action as required.</p>
Buildings and out door furniture – accident / injury due to poor maintenance	Classroom, nursery, toilets, car park, picnic tables	Employees, volunteers and members of school / group being led (adults and children)	Low	<p>Regular inspection of education facilities by Education staff in accordance with schedule appearing in resumption diary.</p> <p>Regular inspection of other facilities by other Bedgebury staff in accordance with schedule appearing in resumption diary.</p> <p>Education staff to carry out health and safety</p>	<p>Learning and Interpretation Manager to ensure that weekly health and safety checks for education sites are taking place by signing to say that she has seen the check.</p> <p>Learning and Interpretation</p>

				<p>checks and complete weekly ticklist. Education staff to inform Tree Team Supervisor (Julian Dormady) of any action required.</p>	<p>Manager to ensure that facility inspections are taking place on schedule.</p> <p>10% audit of the facility inspection system by the SEEDF Recreation Manager.</p> <p>Frequency of inspection set by the Learning and Interpretation Manager in accordance with historical information.</p>
Collision with vehicles and other users	Forest roads, car or coach parks	Employees, Volunteers, public and members of school / group being led (adults and children)	High	<p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to inform pupils and accompanying adults of likely presence of cars, forestry vehicles, other users (horse riders, cyclists) and car/coach parking areas at the start of the visit or prior to accessing a forest road or car park.</p> <p>Learning and Interpretation Manager / Education Officer / Tutor to give instructions and advice for safety on roads and in parking areas including the need to heed warning signs.</p> <p>Speed limit of 5 mph in main car park and (for</p>	<p>Learning and Interpretation Manager to observe at least 4 visits/events per year to ensure that staff are giving correct health and safety information.</p> <p>Learning and Interpretation Manager to review procedures as part of annual risk assessment review as in Bedgebury Resumptions System.</p> <p>Bedgebury Director Manager to monitor reported</p>

				Pinetum staff) along hard paths within the Pinetum.	accidents and near misses and implement appropriate action as required.
The Hazard	Location of the Hazard	Who could be harmed?	Level of risk	Controls	Implementation/ Monitoring
Conflict with other users	Visitor Centre, Toilets, Pinetum, Forest Plots, Team Building Area	Employees, Volunteers' public and members of school / group being led (adults and children)	Low	<p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to ensure that pupils and supervisors are aware of other users and to inform pupils and group supervisors of appropriate action, including the following:</p> <ul style="list-style-type: none"> • One adult supervisor from the school party will be asked to supervise the girls and one to supervise the boys in the toilets and prevent inappropriate action. <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) will ensure that other users do not obstruct or interfere with activities.</p> <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to be aware of and seek to minimise possible inconvenience to other users</p>	<p>Learning and Interpretation Manager to observe at least 4 visits/events per year to ensure that staff are giving correct health and safety information.</p> <p>Learning and Interpretation Manager to review procedures as part of annual risk assessment review as in Bedgebury Resumptions System.</p> <p>Incidences and near misses reported to Bedgebury Director, who will monitor reports and implement appropriate action as required.</p>

				<p>For orienteering the Learning and Interpretation Manager / Education Officer / Tutor will...</p> <ul style="list-style-type: none"> • instruct teams up to 11 yrs of age to stay with supervisors. In this case the supervisors are now responsible for the children. • instruct teams of 12+yrs to stay together, and supervisors to patrol the Pinetum area. • Issue those groups doing orienteering with a mobile phone number where the leader can be contacted in an emergency plus the main visitor services contact number (01580 879820). • Any teams without mobile phones will be issued with whistles and told that the emergency signal is 6 blasts. 	
Water features – drowning	Pinetum and forest	Employees, volunteers and members of school / group being led (adults and children)	High	<p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to lead & organise all activities taking place near water except orienteering (see below).</p> <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to explain to pupils and supervisors the dangers involved, and the</p>	<p>Learning and Interpretation Manager to observe at least 4 visits/events per year to ensure that staff are giving correct health and safety information.</p> <p>Learning and Interpretation Manager to review procedures as part of</p>

				<p>importance of following instructions precisely when carrying out activities near water features. Stop activity if safety rules not followed.</p> <p>For orienteering Learning and Interpretation Manager / Education Officer /Tutor (whoever is leading the group) to ensure that all pupils and supervisors are aware of water features shown on the orienteering map & recommend that teams avoid water features.</p>	<p>annual risk assessment review as in Bedgebury Resumptions System.</p> <p>Incidences reported to Bedgebury Director, who will monitor reported incidents and near misses and implement appropriate action as required.</p>
The Hazard	Location of the Hazard	Who could be harmed?	Level of risk	Controls	Implementation/ Monitoring
Inappropriate clothing or footwear	Pinetum/ Forest	Employees, volunteers and members of school / group being led (adults and children)	Low	<p>Learning and Interpretation Manager / Education Officer /Tutor (whoever is leading the group) to inform supervisors/ teachers during pre visit or at booking phase of the need for appropriate clothing and footwear. This information is also given in the guidelines on the booking form that all visiting groups must sign to say they agree to comply with.</p> <p>Learning and Interpretation Manager / Education Officer /Tutor (whoever is leading the group) to check that footwear and clothing</p>	<p>Learning and Interpretation Manager to observe at least 4 visits/events per year to ensure that staff are giving correct health and safety information.</p> <p>Learning and Interpretation Manager to ensure that this information is being added to weekly health and safety check sheets.</p>

				is appropriate before commencing activities, and record that they have done so on the weekly health and safety ticklist, along with any problems with this and action taken.	<p>Learning and Interpretation Manager to review procedures as part of annual risk assessment review as in Bedgebury Resumptions System.</p> <p>Bedgebury Director to monitor reported accidents and near misses and implement appropriate action as required.</p>
Equipment and materials for activities	Pinetum/ Forest	Employees, volunteers and members of school / group being led (adults and children)	Med	<p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to give clear instructions for safe use, including manual handling, and to supervise activity. Stop activity if safety rules are not followed.</p> <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to ensure that equipment and materials are safe and appropriate for the participants to use.</p> <p>All schools advised that only year 5 (i.e. 9 years old) children and older should be allowed to take part in shelter building activity due to physical strength required to handle the materials.</p>	<p>Learning and Interpretation Manager to observe at least 4 visits/events per year to ensure that staff are giving correct health and safety information.</p> <p>Learning and Interpretation Manager to review procedures as part of annual risk assessment review as in Bedgebury Resumptions System.</p> <p>Bedgebury Director to monitor reported accidents and near misses and implement appropriate</p>

					action as required.
Accidents from unsupervised equipment in shelter building area	Shelter building area	Public	Medium	Warning signs on public entrance to shelter building area asking public to avoid area Regular checks on shelter building area, and removal of and publicly-built shelters.	<p>Learning and Interpretation Manager / Education Officer to check shelter building area weekly during summer term, or every 2 months/when school is due to use area as in Bedgebury Resumptions System.</p> <p>Learning and Interpretation Manager to review procedures as part of annual risk assessment review as in Bedgebury Resumptions System.</p> <p>Bedgebury Director to monitor reported accidents and near misses and implement appropriate action as required.</p>
Adverse weather – hot, cold, wet	Pinetum/ Forest	Employees, volunteers and members of	Low	Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to advise groups in advance wherever possible of adverse weather	Learning and Interpretation Manager to observe at least 4 visits/events per year to ensure that staff are giving

		school / group being led (adults and children)		<p>conditions and give instructions about appropriate action.</p> <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to implement contingency plans if necessary, including (where possible) alternative routes, alternative activities and cancellation if necessary. This action to be recorded on the weekly health and safety ticklist sheet.</p>	<p>correct health and safety information.</p> <p>Learning and Interpretation Manager to ensure that this information is going into weekly health and safety ticklist and signing to say that she has seen the ticklist.</p> <p>Learning and Interpretation Manager to review decisions and procedures as part of annual risk assessment review as in Bedgebury Resumptions System.</p> <p>Bedgebury Director to monitor reported accidents/incidents and near misses and implement appropriate action as required.</p>
The Hazard	Location of the Hazard	Who could be harmed?	Level of risk	Controls	Implementation/ Monitoring
Getting	Pinetum/	Employees,	Low	Learning and Interpretation Manager /	Learning and Interpretation

lost	Forest	volunteers and members of school / group being led (adults and children)	<p>Education Officer / Tutor (whoever is leading the group) to ensure group stays together at all times except during orienteering and forest quest when special instructions are needed.</p> <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to instruct pupils and supervisors in the use of maps and other aids for orienteering, including a procedure in the event of getting lost.</p> <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to issue those groups doing orienteering with a meeting point and mobile phone number where the leader can be contacted in an emergency plus the main visitor services contact number (01580 879820) and a meeting point.</p> <p>Any teams without mobile phones will be issued with whistles and told that the emergency signal is 6 blasts.</p> <p>Learning and Interpretation Manager / Education Officer to inform teachers at booking phase of the appropriate supervisor / participant ratio to allow check to be kept on</p>	<p>Manager to observe at least 4 visits/events per year to ensure that staff are giving correct health and safety information.</p> <p>Learning and Interpretation Manager to review procedures as part of annual risk assessment review as in Bedgebury Resumptions System.</p> <p>Bedgebury Director to monitor reported accidents/incidents and near misses and implement appropriate action as required.</p>
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				<p>pupils' whereabouts. This information is also given in the guidelines on the booking form that all visiting groups must sign to say they agree to comply with.</p> <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to help supervise orienteering.</p>	
Accidents or injury	Pinetum / Forest	Employees, volunteers and members of school / group being led (adults and children)	Med	<p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) is trained in first aid.</p> <p>They are aware of Bedgebury and Education emergency procedures, and carry grid reference and emergency phone numbers in first aid kits, which will also be carried at all times as well as a mobile phone.</p> <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to issue those groups doing orienteering with a mobile phone number where the leader can be contacted in an emergency plus the main visitor services contact number (01580 879820).</p> <p>Any teams without mobile phones will be issued with whistles and told that the emergency signal is 6 blasts.</p>	<p>Learning and Interpretation Manager to ensure that all education staff have up to date first aid training, and that first aid kits are checked and refilled regularly.</p> <p>Learning and Interpretation Manager to observe at least 4 visits/events per year to ensure that staff are giving correct health and safety information and are carrying appropriate equipment.</p> <p>Learning and Interpretation Manager to ensure that that any accident information is going into weekly health and safety ticklist and signing to say that she has seen the ticklist.</p>

				<p>They will stop activity if safety rules are not followed.</p> <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to record any incidents and action taken on weekly ticklist and other appropriate forms (following procedures in Bedgebury Emergency Procedures document)</p> <p>Self-led groups to be informed where possible of the emergency response number operating during office hours (01580 879820) – outside these hours self-led groups should be informed that they should call 999 for help. Self-led groups to be informed where possible that all accidents occurring at Bedgebury, whether in office hours or outside them, MUST be reported by calling 01580 879820.</p>	<p>Learning and Interpretation Manager to review procedures as part of annual risk assessment review as in Bedgebury Resumptions System.</p> <p>Bedgebury Director to monitor reported accidents and near misses and implement appropriate action as required.</p>
Inappropriate behaviour from FC education staff and volunteers working with group	Pinetum / Forest	Members of school / group being led (adults and children) / public	Low	<p>All FC education staff and volunteers are CRB checked.</p> <p>All education staff and volunteers are aware of, and follow, FC Child Protection Policy and Guidelines.</p> <p>Regular monitoring of education staff by Learning and Interpretation Manager.</p>	<p>Learning and Interpretation Manager to observe at least 4 visits/events per year and any inappropriate behaviour observed will be addressed.</p>

Fire	Pinetum / Forest	Employees, volunteers and members of school / group being led (adults and children)	Low	<p>All wiring, sockets and appliances within classroom are checked regularly as part of Bedgebury's resumptions schedules.</p> <p>Classroom has an electrical fire extinguisher, which is checked in line with all Pinetum extinguishers as part of an annual inspection.</p> <p>Education staff to carry out health and safety checks and complete weekly ticklist. Staff to inform Facilities Manager of any action required.</p> <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) is aware of fire evacuation procedure and nearest assembly point and conveys this information to all groups. The Visitor Centre assembly point is at the top of the track behind the visitor centre, by the containers in front of the gates.</p> <p>Learning and Interpretation Manager / Education Officer / Tutor (whoever is leading the group) to keep both doors of the classroom unlocked when any activities are based in this area including lunch.</p>	<p>Learning and Interpretation Manager to observe at least 4 visits/events per year to ensure that staff are giving correct health and safety information.</p> <p>Learning and Interpretation Manager to ensure that weekly health and safety checks are taking place and signing to say that they have seen the check.</p> <p>Learning and Interpretation Manager to review procedures as part of annual risk assessment review as in Bedgebury Resumptions System.</p> <p>Bedgebury Director to monitor reported accidents and implement appropriate action as required.</p> <p>Learning and Interpretation</p>
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Assessment by: Cath Weeks, Learning and Interpretation Manager
 Signed: _____ Date: 21.1.11

Approved by:
 Signed: Date

The risk assessments have been discussed with all the above employees and they have been advised if they come across a hazard not covered by the risk assessment on a particular site they should contact:
 Cath Weeks.....