

## Sample risk assessment for self-led group visit to a Forestry Commission site

This sample risk assessment highlights some of the potential hazards that you might want to include in your risk assessment. The actual hazards will depend on the site you are visiting, the group you are bringing and the activities you are doing.

We strongly recommend that you visit the forest before you bring your group, so that you can correctly identify the hazards, and work out how you are going to manage the risk.

You do not have to write a risk assessment in this format, but we recommend that you include the hazards, how you are going to control them and who is responsible for each of the controls.

In this risk assessment, the hazards are classified according to their level of risk before and after controls are implemented:

<p><b>Low Risk</b> – Something which may result in minor damage or slight harm (i.e. scratch or bruise)</p>	<p><b>Medium Risk</b> – Something which may result in a significant loss/damage or major injury (broken bone or other injury, which results in person being taken to hospital for treatment)</p>	<p><b>High Risk</b> – Something which may result in extensive damage, multiple major injuries or death</p>	<p>Risk assessment written by:</p> <p>Date:</p> <p>Signed:</p>	
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Risk assessment – XXXX School			
Visit:	<i>Who is going on the visit and which forest / site are you visiting?</i>	Directions to forest: <i>It is a good idea to write down clear directions to the site from the nearest town. You (or a member of the group) may need to read out these directions to the emergency services.</i>	
Activity:	<i>What activities will you be doing when you get to the forest?</i>		
Grid Ref / Postcode:	<i>The grid reference is useful if the site is quite remote and doesn't have a building with a postcode</i>		
Date of Risk Ass:	<i>Date risk assessment is written</i>	Date of Activity:	<i>Date of visit to forest</i>
Local Forestry Commission contact:	<i>Contact number for local Forestry Commission office, in case of emergencies</i>	Group leader mobile:	<i>Include a note about the quality of mobile signal</i>
Emergency phone:	999 <i>You may prefer to include the phone number for your school / organisation here</i>	Nearest payphone:	<i>Useful in case there isn't a good mobile signal</i>
Emergency procedure:	<i>Make a note of what you will do in case of emergency – who will you need to phone, who will carry a mobile phone, who is the first aider, where are the participants' medical / emergency contact forms etc</i>		

The Hazard	What might happen?	Potential level of risk	Controls	Level of risk after controls	Responsibility
Uneven / slippery ground	Slips, trips and falls	Medium	<ul style="list-style-type: none"> <li>Safety talk to be given at start of activity</li> <li>Recommend no running</li> <li>Participants put into groups when necessary for activities &amp; supervised by an adult</li> </ul>	Low	Pre-visit site check carried out by group leader
Other forest users eg vehicles, mountain bikes, horses, dogs	Collision with pedestrians  Encounters with dogs	High	<ul style="list-style-type: none"> <li>Safety talk to be given at start of activity – mention car parks, roads, forest trails, other forest users</li> <li>Cross roads together as a group</li> <li>Warn group of oncoming vehicles, bikes and horses</li> <li>Be calm and quiet when around horses</li> <li>Don't pet unknown dogs</li> </ul>	Low	Group leader to give safety talk Participants divided into groups with adults who will manage behaviour
Falling branches	Head or other injury	Medium	<ul style="list-style-type: none"> <li>Cancel visit in excessive wind</li> </ul>	Low	Group leader to check site and weather prior to visit
Dog poo / mud / dirty hands / litter	Infections, cuts etc	Medium	<ul style="list-style-type: none"> <li>Provide wet wipes and water</li> <li>Ensure hand cleaning before lunch and at end of session</li> </ul>	Low	Group leader to provide wet wipes and water

The Hazard	What might happen?	Potential level of risk	Controls	Level of risk after controls	Responsibility
Insects, wasps, plants and fungi	Possible allergic reaction, poisoning, choking	High	<ul style="list-style-type: none"> <li>Find out about known allergic reactions within group</li> <li>Warn children about wasps</li> <li>Discuss poisonous plants and fungi – warn children not to eat anything or put fingers in mouth</li> <li>Everyone to wash hands before lunch</li> <li>Carry antiseptic wipes</li> </ul>	Low	Group leader to find out about allergies and do safety talk
Medical conditions	Asthma, diabetes, epilepsy etc	High	<ul style="list-style-type: none"> <li>Find out about known conditions before session</li> </ul>	Medium	Group leader to take responsibility for medical conditions of children and to bring equipment eg inhalers
Lost children	Getting lost, panic attack, potential abduction	Medium	<ul style="list-style-type: none"> <li>Group stays together at all times</li> <li>Adult at front and back of group</li> <li>Count children regularly</li> </ul>	Low	Group leader to do safety talk at start of session Adults to count and check children throughout visit

The Hazard	What might happen?	Potential level of risk	Controls	Level of risk after controls	Responsibility
Weather (hot, cold, wet)	Sunstroke, sunburn, hypothermia, cold	Medium	<ul style="list-style-type: none"> <li>• Ensure children wearing appropriate clothes</li> <li>• Ensure children wearing sun cream</li> <li>• Check that children are warm enough – encourage lots of jumping around etc if cold</li> </ul>	Low	<p>Group leader to ensure children are appropriately dressed</p> <p>Adults to keep an eye on children's condition</p>
Forest operations	Fall from stacked timber; trips and slips; collision with forest machinery	High	<ul style="list-style-type: none"> <li>• Safety talk to be given at start of activity</li> <li>• Don't climb on stacked timber</li> <li>• Warning signs to be read and followed when operations occurring</li> <li>• Ensure adequate adult supervision</li> <li>• Inform FC about visit in advance</li> </ul>	Low	<p>Group leader to inform FC in advance of visit and to do safety talk</p> <p>Adults to read and follow safety / warning signs</p>