

Activity Risk Assessment



Activity:	Outdoor Activities – Ranger-led visit: Sherwood Bushcraft – Overnight Stay
Location:	Sherwood Pines Forest Park
Time period covered:	January 2016 - January 2017
Employees covered by risk assessment:	Learning Rangers, Community Rangers, Shadow Rangers, Volunteers
Members of public covered by risk assessment:	Children, Young People, Adult participants, Group Leaders, Teachers, Adult staff & helpers

Hazard	Location	Persons Exposed	Risk Level	Control Measures	Implementation / Monitoring
Separation from group	Forest environment	All	Medium	<p>Session intro talk to clearly state areas of the forest to be used / explored. Rangers and group leaders to ensure group remain together when walking to site.</p> <p>First-aid and accident reporting procedure in place; rangers carry mobile phones / radio.</p> <p>Groups to follow FC / LEA guidance of pupil / leader ratio.</p> <p>Group leaders responsible for any participant who removes themselves from activities</p>	<p>Participants told to remain where they are if separated and wait to be recovered.</p> <p>Ranger and visiting staff in charge to do regular head counts to ensure the group are together</p>
Fire	During session	All	Medium	<p>Safe fire lighting technique to be explained / demonstrated – see fire guidelines.</p> <p>Fire to be contained in fire pit / Kelly kettle / cob oven / Swedish candle</p> <p>Sand bucket, water, fire blanket and burns kit to be available at all times.</p> <p>Rangers to ensure participants tuck in or tie back loose hair / scarves / loose clothing.</p> <p>Participants to be supervised by ranger / group leader</p> <p>Fire to be fully extinguished before group goes to sleep and again before group leaves site.</p>	<p>Ranger vigilance during session. Monitor weather conditions – curtail if forest is extremely dry and windy.</p>
Injury from equipment - Use of Kelly kettle	During session	All	Medium	<p>Safe fire lighting technique to be explained / demonstrated.</p> <p>Safe lifting technique demonstrated i.e. keep handles at right angle to kettle to avoid burning hand</p> <p>Do not look closely into kettle</p> <p>Ensure bung is NOT in whilst boiling</p> <p>Be aware of boiling water spitting – position spout on opposite side to ventilation hole in base</p> <p>Beware of steam and spillages when pouring – place cups on surface to fill – do not hold cup whilst filling.</p>	<p>Ranger vigilance during session.</p>

Hazard	Location	Persons Exposed	Risk Level	Control Measures	Implementation / Monitoring
Use of hand tools	During session	All	Medium	Safety talk to state tools must be used with extreme care, or will be removed and the activity stopped. Correct tool use to be demonstrated by ranger - ensure firm footing, no gloves to be worn with swinging tools, two tools length working distance. Return tools to tool box when not in use. Tools to be counted in and out	Ranger vigilance during session.
Use of knives	During session	All	High	Knives to be used whilst seated. Safety talk to state tools must be used with extreme care, or will be removed and the activity stopped. Sit safe working distance apart. Demonstrate correct knife use position – taking care of femoral artery, hand holding wood always behind blade. Do not walk around with un-sheathed knife. Knives to be stored in a locked tin when not in use. Knives to be transported to site in locked tin and stored away from public access.	Staff vigilance during session Tools removed if group behaviour is not appropriate First aid kit available
Falling trees and flying wood, Kickback from heel of felled trees	During session	All	High	Safety talk to clearly state good working practice, especially regarding safe working distances. Participants made aware of safe and dangerous zones for fellers Wear hard hats when felling trees over 4” diameter at breast height. Inform all of danger from deadwood in the canopy loosened by falling tree. Curtail work in high winds.	Ranger vigilance during session.
Manual handling	During session	All	Medium	Instruct and monitor safe manual handling techniques, using legs and arms, not back, to lift, pull or push. Gloves to be worn where material is sharp / abrasive. To include dragging branches – ranger to demonstrate technique	Ranger vigilance during session.
Eye pokes from branches and pine needles	During session	All	Medium	Ranger to clearly state risk Care to be taken by all group members Goggles to be worn if working in dense area	Ranger vigilance during session.
Picking bramble / bracken – cut fingers	During session	All	Medium	Clearly state risks of picking certain plants. Provide gloves for use during the session. Gloves must be worn when picking bracken.	Ranger vigilance during session.
Slips, trips and debris hazards.	During session	All	Medium	Warn group before entering the shelter building area of uneven ground and branches at eye level.	Ranger vigilance during session.
Illness from poor hygiene	During session	All	Medium	Hand gel and hand washing facilities provided in toilet, with brew kit and with food prep kit. Groups warned of risks. Ranger and staff vigilance. Washing up bowl and cleaning products provided.	Ranger vigilance during session

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Low light during night time activity	Forest Environment	All	Medium	Participants and group leaders advised to bring their own torch through confirmation paperwork. Spare torch available for group use. Glow sticks used to highlight paths / major trip hazards. Tool and knife use to stop before it gets dark. Site cleared of tools and path obstructions before it gets dark.	Ranger to ensure site is tidy and hazard free before it gets dark.
Exposure to weather	Forest environment	All	Medium	Participants advised to bring good sleeping bag and warm clothing through confirmation paperwork. Rangers to assess clothing and sleeping bags are appropriate as group arrives. Suspend work outdoors if conditions become inappropriate (cold, wet or dangerously windy) Rangers to check for dangerous trees/branches.	Ranger to monitor group and weather conditions as arrive and throughout session.
Out of hours working	Forest Environment	All	Medium	Rangers not to run session alone (either 2 rangers or ranger and shadow). Vehicle available in case of emergency. Rangers to carry mobile phone and use lone working system.	Emergency plan and accident reporting measures in place.

Assessment by

Signed

Date

Approved by

Signed

Date