

RISK ASSESSMENT - EDUCATION SERVICE LED VISIT
Whinlatter Forest Park, North West England FD,

Employees concerned: Education Co-ordinator, Rangers, Education Assistants, Recreation Manager.

The Hazard	Location of Hazard	Who could be harmed?	Level of risk	Controls	Implementation/ Monitoring
• FOREST ENVIRONMENT					
Forest Operations	On visit – felling / haulage	Group Employee Contractor	Medium	<ul style="list-style-type: none"> Plan route away from operations Groups and operations made aware 	Ed Ranger to ensure all tutors aware of operations Rec Mgr + Beat Forestrer
Conflict with other users	On route/area	Public	Low	<ul style="list-style-type: none"> Event planning - to avoid high use/potentially conflicting area Check with Event calendar and programme to avoid clashes 	Event notification system
Fallen / overhanging trees	Forest	Group Employees Contractors	Low	<ul style="list-style-type: none"> Arrange for removal of fallen/overhanging trees Change route if necessary 	Ed Ranger to ensure routes checked regularly Group Leaders and Ed Assistants to supervise all activities closely
Ground conditions trips (uneven ground, holes, obstacles) slips (ice/mud, changes in levels)	Forest	Group Employees Contractors	Low	<ul style="list-style-type: none"> Pre-visit checks Make visiting groups aware of risks - tripping, walking into trees etc - especially on blindfold activities Booking form - makes groups aware of forest environment, ensure appropriate footwear Change route if necessary 	Ed Ranger to ensure routes checked regularly Groups leaders and Ed Assistants to supervise all activities closely
Water – streams, rives, ponds, tarns	On visit	Group Employee Contractor	Medium	<ul style="list-style-type: none"> Pre-visit check Identify suitable crossing points where necessary and alternatives in case of high levels 	All staff to be aware of risks Ed Ranger to ensure checks done Group Leaders and Ed Assistants to supervise all activities closely

Contact with vegetation / scratches, nettles, brambles	Forest	Group Employees Contractors	Medium	<ul style="list-style-type: none"> Pre-visit checks Booking form - Recommend groups wear long trousers. 	Ed Ranger to ensure routes checked regularly Rec Mgr to ensure routes kept clear
Environment – hazardous substances /	On visit	Group Employee Contractor	Low	<ul style="list-style-type: none"> Pre-visit checks Warn group of any hazards – advise to be careful where they walk and what they pick up 	All Ed Assistants to be aware of risks Ed Ranger to ensure checks done
dumped waste / litter / faeces	On visit	Group Employee Contractor	Low	<ul style="list-style-type: none"> Pre-visit checks Warn group of any hazards - advise to be careful where they walk and what they pick up 	All Ed Assistants to be aware of risks Ed Ranger to ensure checks done
Whole group getting lost	In Forest	Group Employee Contractor	Low	<ul style="list-style-type: none"> Pre-visit checks to ensure Tutor knows way around the forest 	Ed Ranger to ensure all Ed Assistants know routes to lead groups on, provide training where necessary
Losing members of the group	On visit	Group	Low	<ul style="list-style-type: none"> Group Leader to take responsibility for monitoring number of participants. Head and Tail people should be identified to the Group. 	Ed Ranger to ensure appropriate induction and training of Ed Assistants
Contact with strangers	On visit	Group	Low	<ul style="list-style-type: none"> Ed Assistants to tell groups that site is open to public & they may meet other people. Ensure no one separates from the group. Adequate ratio of recognisable leaders and head and tail people identified to the Group. 	Ed Ranger to ensure appropriate induction and training of Ed Assistants
Accidents needing emergency First Aid	On Visit	Group Employee Contractor	Low	<ul style="list-style-type: none"> On booking form – ensure each group has minimum one person qualified in First Aid and carrying a kit Staff First Aid trained and carrying a kit Leader to know number of nearest A&E unit 	Ed Ranger to ensure all Ed Assistants qualified in First Aid and provided with a kit
Traffic Cars, coaches,	Roads and forest tracks, car	Group Employee Contractor	Medium	<ul style="list-style-type: none"> Pre-visit check. Safe crossing points on roads identified. Group made aware of hazard and 	Ed Ranger to ensure appropriate induction and training of Ed Assistants

lorries, bicycles, farm machinery	parks			<p>supervised accordingly.</p> <ul style="list-style-type: none"> Alternative routes taken if necessary. 	
Inappropriate clothing/ footwear/ equipment - groups own	On visit	Group	Medium	<ul style="list-style-type: none"> Education booking forms and information for teachers clearly state must have appropriate clothing and leaders can refuse to take groups if not properly prepared. Group Leader has to sign form to confirm that this information has been passed onto staff and helpers accompanying the group 	Ed Ranger to ensure signed booking forms are received before groups are taken out in the forest Ed Assistants to monitor groups as they arrive
Weather – Extreme temperatures hot/cold/wet/ high winds	On visit	Group Employee Contractor	Medium	<ul style="list-style-type: none"> As controls in above row, advise on use of sun cream, sun hats, waterproofs and appropriate footwear. Leadership skills and local knowledge – take suitable precautions and cancel if conditions severe Advise groups to bring spare clothing / make available 	As above Induction of new tutors - Ed Ranger
• CONTRACTING DISEASES / INFECTION					
Poisonous plants / pollen / ingestion / skin irritation	On visit	Group Employee Contractor	Low	<ul style="list-style-type: none"> Pre visit site check. Advise groups not to eat, keep hands away from mouth, eyes etc. Wash hands after programme or before eating / drinking 	Group leaders and staff to make group aware and monitor. Provide handwashing facilities if necessary
allergic / asthmatic reactions	On visit	Group	Low	<ul style="list-style-type: none"> Tutor to be aware of any person with relevant allergies etc by asking Group Leader on booking and arrival. 	
Contact with soil - tetanus	On visit	Group Employee Contractor	Low	<ul style="list-style-type: none"> Advise any person sustaining a cut to seek advice from their doctor about having a tetanus injection 	Ed Ranger to ensure induction of Ed Assistants
Ticks – Lyme Disease	On visit	Group Employee Contractor	Low	<ul style="list-style-type: none"> Advise groups of risk and to wear long trousers. Provide Group Leader with pre-visit information sheet, which can be copied and given to participants if required. 	As above

Contact with poisonous plants and fungi	On visit	Group Employee Contractor	Low	<ul style="list-style-type: none"> Pre-site check – Advise the Group not to touch 	As above
Danger from Animals	On visit	Group Employee Contractor	Low	<ul style="list-style-type: none"> Pre-visit checks. Change route if necessary. 	As above
• CONSTRUCTED ENVIRONMENT					
Outside structures & surfaces	Trails, car park, toilets, picnic area, play area	Group Employees Contractors	Low	<ul style="list-style-type: none"> Pre-visit checks Checklists and separate risk assessments for for all fixed facilities 	Ed Ranger to ensure routes checked regularly Recreation Manager to ensure checklists completed to schedule
Buildings - inside - classroom	Classroom/ Education block	Group Employees Contractors	Low	<ul style="list-style-type: none"> Checklist for classroom (see separate risk assessment) Cleaned on request by cleaner 	ALA/Rec Mgr carry out checklists Rec Mgr manage cleaners
• SPECIFIC PROGRAMME ACTIVITIES - E.G. POND DIPPING, SCULPTURE-MAKING, FOREST TOUR					
Injury through taking part in specific activity	Location of activity	Group Employees Contractors	Medium	<ul style="list-style-type: none"> see specific activity risk assessments 	Ed Ranger to ensure all activities are risk assessed. Training for Ed Assistants.
• STAFF –					
Leadership skills	On Visit	Group	Medium	<ul style="list-style-type: none"> Experience and expertise of tutors Recruitment, selection and Induction of suitable new Tutors CRB Disclosure & Child Protection Training First Aid Working mobile phone / radio in possession 	Ed Ranger to ensure all Ed Assistants are competent and capable of leading Groups.