

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	1/2/13 – 1/2/14	Location	National Pinetum and areas of Forest Plots and Bedgebury Forest.
Activity	Bedgebury Learning Programmes led by FC staff and agency tutors - GENERIC		
Persons covered by risk assessment:	Learning Manager, Learning Assistants & Agency Tutors (= 'Learning staff'), 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>Learning staff to complete School Compliance Weekly Checks for each FC-led learning group to record that safety talks are happening.</p> <p>Recreation Ranger to carry out formal facility inspection of team and shelter building areas plus minibeast logs and western hemlock benches three times annually, visual inspection monthly and record. Random report forms to be completed by all FC staff</p>	<p>Learning Manager to monitor each staff member who delivers learning, at least once per year to ensure that staff are giving correct health and safety information, in accordance with Resumption System.</p> <p>Learning Manager to ensure that weekly school</p>

	areas			<p>and submitted to Recreation Ranger.</p> <p>Learning staff (whoever is leading group) to inform pupils and supervising adults of hazards (including trip 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>compliance checks are being completed.</p> <p>Bedgebury staff to undertake formal and informal safety inspections and record findings and remedial work on appropriate file.</p> <p>Recreation Manager to ensure remedial work arising from this is acted upon and rectified in appropriate time period.</p> <p>Learning Manager to review procedures as part of annual risk assessment review.</p> <p>Bedgebury Manager to monitor reported accidents and near misses and implement appropriate action as required.</p>
Buildings and out door furniture – accident /	Classroom, nursery, toilets, car park, picnic tables	Employees, volunteers and members of school /	Low	Recreation Ranger to carry out formal facility inspection of team and shelter building areas plus minibeast logs and western hemlock benches three times annually, visual inspection monthly and record. Random	Bedgebury staff to undertake formal and informal safety inspections and record findings and remedial work on

injury due to poor maintenance		group being led (adults and children)		<p>report forms to be completed by all FC staff and submitted to Recreation Ranger.</p> <p>Regular quarterly inspection of pinetum orienteering course by Learning staff.</p> <p>Regular inspection of other facilities by other Bedgebury staff in accordance with schedule appearing in resumption diary.</p> <p>Visitor services staff to complete classroom ticklist weekly, record any action taken to correct faults and inform Learning Manager of any outstanding action required.</p>	<p>appropriate file.</p> <p>Recreation Manager to ensure remedial work arising from this is acted upon and rectified in appropriate time period.</p> <p>Bedgebury Mgr to carry out an annual review of a sample of facility inspection reports.</p> <p>Learning Manager to ensure that weekly ticklists for classroom are taking place by signing to say that she has seen the check.</p> <p>Learning Manager to ensure that pinetum orienteering inspections are taking place on schedule.</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	High	Learning staff (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.	Learning Manager to monitor each staff member who delivers learning, at least once per year to ensure that staff are giving correct health and safety information, in accordance with Resumption System.

		children)		<p>Learning staff 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 10 mph in main car park and (for Pinetum staff) along hard paths within the Pinetum, 15 mph on forest roads.</p>	<p>Learning Manager to review procedures as part of annual risk assessment review.</p> <p>Bedgebury Manager to monitor reported accidents 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
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 staff (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 staff (whoever is leading the group) will ensure that other users do not obstruct or interfere with activities.</p>	<p>Learning Manager to monitor each staff member who delivers learning, at least once per year to ensure that staff are giving correct health and safety information, in accordance with Resumption System.</p> <p>Learning Manager to review procedures as part of annual risk assessment review.</p> <p>Incidences and near misses</p>

				<p>Learning staff (whoever is leading the group) to be aware of and seek to minimise possible inconvenience to other users</p> <p>For orienteering the Learning staff 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. 	<p>reported to Bedgebury Manager, who will monitor reports and implement appropriate action as required.</p>
Water features – drowning	Pinetum and forest	Employees, volunteers and members of school / group being led (adults and	High	<p>Learning staff (whoever is leading the group) to lead & organise all activities taking place near water except orienteering (see below).</p> <p>Learning staff (whoever is leading the group) to explain to pupils and supervisors the dangers involved, and the importance of following instructions precisely when carrying</p>	<p>Learning Manager to monitor each staff member who delivers learning, at least once per year to ensure that staff are giving correct health and safety information, in accordance with Resumption System.</p>

		children)		<p>out activities near water features. Stop activity if safety rules not followed.</p> <p>For orienteering Learning staff (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>Learning Manager to review procedures as part of annual risk assessment review.</p> <p>Incidences reported to Bedgebury Manager, 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 staff (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 staff (whoever is leading the group) to check that footwear and clothing is appropriate before commencing activities, and record that they have done so on the</p>	<p>Learning Manager to monitor each staff member who delivers learning, at least once per year to ensure that staff are giving correct health and safety information, in accordance with Resumption System.</p> <p>Learning Manager to ensure that this information is being added to School</p>

				School Compliance Weekly Check, along with any problems with this and action taken.	Compliance Weekly check sheets. Learning Manager to review procedures as part of annual risk assessment review. Bedgebury Manager to monitor reported accidents and near misses and implement appropriate action as required.
Equipment and materials for activities	Pinetum/ Forest	Employees, volunteers and members of school / group being led (adults and children)	Med	Learning staff (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. Learning staff (whoever is leading the group) to ensure that equipment and materials are safe and appropriate for the participants to use. 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. Use of thicker poles to be restricted to main support poles.	Learning Manager to monitor each staff member who delivers learning, at least once per year to ensure that staff are giving correct health and safety information, in accordance with Resumption System. Learning Manager to review procedures as part of annual risk assessment review. Bedgebury Manager to monitor reported accidents and near misses and

					implement appropriate action as required.
Accidents from unsupervised equipment in shelter building area	Shelter building area	Public	Medium	<p>Warning signs on public entrance to shelter building area asking public to avoid area</p> <p>Learning Manager (or other staff if necessary) to check shelter building area after every school holiday (except when poles are wrapped up after winter) and remove any public shelters.</p> <p>Recreation Ranger to carry out formal facility inspection of the area three times annually, visual inspection monthly and record, plus remove any shelters he finds.</p> <p>Random report forms to be completed by all FC staff and submitted to Recreation Ranger.</p>	<p>Learning Manager to review procedures as part of annual risk assessment review.</p> <p>Bedgebury Manager 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 school / group being led (adults and children)	Low	<p>Learning staff (whoever is leading the group) to advise groups in advance wherever possible of adverse weather conditions and give instructions about appropriate action, including closure of site and cancellation of visit.</p> <p>Learning staff (whoever is leading the group) to implement contingency plans if necessary,</p>	Learning Manager to monitor each staff member who delivers learning, at least once per year to ensure that staff are giving correct health and safety information, in accordance with Resumption System.

				including (where possible) alternative routes, alternative activities and cancellation if necessary. This action to be recorded on the School Compliance Weekly Check sheet.	<p>Learning Manager to ensure that necessary information is going into School Compliance Weekly Check sheet.</p> <p>Learning Manager to review decisions and procedures as part of annual risk assessment review.</p> <p>Bedgebury Manager 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 lost	Pinetum/ Forest	Employees, volunteers and members of school / group being led (adults and	Low	<p>Learning staff (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 staff (whoever is leading the group) to instruct pupils and supervisors in the use of maps and other aids for orienteering,</p>	Learning Manager to monitor each staff member who delivers learning, at least once per year to ensure that staff are giving correct health and safety information, in accordance with Resumption System.

		children)		<p>including a procedure in the event of getting lost.</p> <p>Learning staff (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>Learning Manager / Learning Officer to inform teachers at booking phase of the appropriate supervisor / participant ratio to allow check to be kept on 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 staff (whoever is leading the group) to help supervise orienteering.</p> <p>Regular quarterly inspection of pinetum orienteering course by Learning staff.</p>	<p>Learning Manager to review procedures as part of annual risk assessment review.</p> <p>Bedgebury Manager to monitor reported accidents/incidents and near misses and implement appropriate action as required.</p> <p>Learning Manager to ensure that pinetum orienteering inspections are taking place on schedule.</p>
Accidents or injury	Pinetum / Forest	Employees, volunteers and members of school /	Med	<p>Learning staff (whoever is leading the group) is trained in first aid.</p> <p>They are aware of Bedgebury and Learning</p>	Learning Manager to ensure that all learning staff have up to date first aid training, and that first aid kits are checked and refilled

		group being led (adults and children)		<p>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 which is switched on.</p> <p>Learning staff (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>They will stop activity if safety rules are not followed.</p> <p>Learning staff (whoever is leading the group) to record any incidents and action taken on School Compliance Weekly Check and accident reporting forms where appropriate (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.</p>	<p>regularly.</p> <p>Learning Manager to monitor each staff member who delivers learning, at least once per year to ensure that staff are giving correct health and safety information, in accordance with Resumption System.</p> <p>Learning Manager to ensure that that any accident information is going into School Compliance Weekly Check sheet.</p> <p>Learning Manager to review procedures as part of annual risk assessment review.</p> <p>Bedgebury Manager to monitor reported accidents and near misses and implement appropriate action as required.</p>
Inappropri	Pinetum /	Members of	Low	All FC learning staff and volunteers are CRB	Learning Manager to

ate behaviour from FC learning staff and volunteers working with group	Forest	school / group being led (adults and children) / public		<p>(now DBS) checked.</p> <p>All learning staff and volunteers are aware of, and follow, FC Child Protection Policy and Guidelines.</p> <p>Regular monitoring of learning staff by Learning Manager.</p>	<p>monitor each staff member who delivers learning, at least once per year to ensure that staff are giving correct health and safety information, in accordance with Resumption System. 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>Visitor services staff to complete classroom ticklist weekly, record any action taken to correct faults and inform Learning Manager of any outstanding action required.</p> <p>Learning staff (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 by the pine cone sculpture, at the top of the main path leading from the Visitor Centre to the car park.</p>	<p>Learning Manager to monitor each staff member who delivers learning, at least once per year to ensure that staff are giving correct health and safety information, in accordance with Resumption System.</p> <p>Learning Manager to ensure that weekly classroom checks are taking place and signing to say that they have seen the check.</p> <p>Learning Manager to review procedures as part of annual risk assessment review.</p>

			<p>Learning staff (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 staff (whoever is leading the group) will carry mobile phone at all times during event so that they can advise others or be advised of emergencies.</p> <p>Any open fires to be supervised at all times.</p> <p>Open fires to be extinguished at the end of the activity/session.</p>	<p>Bedgebury Manager to monitor reported accidents and implement appropriate action as required.</p>
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Assessment by: Cath Weeks, Learning Manager

Signed:

Date: 1.2.13

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.....