



Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for (Activity/Process/Operation) Generic – all educational activities/events A17

Service	Communities	Team / Section	Country Parks	Reference Number	A17
Assessment Date	23/1/26	Review Date	23/1/27		

What are the hazards <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level <i>(i.e. high, medium or low – use the matrix above)</i>	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Assigned to	Completed by whom & when

<p>Misunderstanding of the events and activities that have been booked</p> <p>Lack of knowledge of site geography.</p>	<p>Any participant – not prepared for activity – distress/injury/wellbeing.</p> <p>Participants may become lost leading to distress/injury</p>	<p>Pre-visit information sent out to all schools and organisations, giving details of ratios and activities. All details of events provided at time of booking.</p> <p>Preliminary visit is offered to schools’ ‘responsible person’, so they can become familiar with the site. Map of site available on the ground.</p>	<p>L</p> <p>L</p>			
<p>Physical, sexual, and verbal abuse</p>	<p>Anyone can be a victim</p>	<p>Staff are instructed not to be alone with children, and to behave appropriately. Staff all made aware of the safeguarding policy and the green form reporting system. Staff are aware of signs of abuse.</p> <p>All staff undergo safeguarding training at WCC required 2 intervals.</p> <p>Staff are aware of the need to be vigilant regarding the public nature of the site.</p>	<p>L</p>			
<p>Mixed traffic and pedestrian areas</p>	<p>All participants. Personal injury to all</p>	<p>Disembarkation of coaches for school visits to take place under direction of teachers and ranger staff. Ranger to meet group, adults to marshal when crossing any roads/ car parks. Participants on events follow site / road signage.</p>	<p>L</p>			
<p>Lack of sufficient toilets/ hand washing facilities for visitors.</p>	<p>Anyone - poor public hygiene, infection, queues</p>	<p>Regular cleaning and maintenance of onsite facilities. Number of facilities acceptable for numbers of visitors. Bring in serviced portable toilets with disabled provisions for large events.</p>	<p>L</p>			
<p>Insufficient ratio of adults to pupils on school visits</p>	<p>Pupils - lack of adequate supervision may lead to several risks identified in this document (accidents,</p>	<p>Information provided to schools is explicitly clear on ratios. Staff leading the event should ensure that there are sufficient adults to accompany the children in the park. If the school doesn’t meet the ratios, staff are empowered to carry on with the visit on a</p>	<p>M</p>	<p>Staff can refuse to lead any group who do not comply with the ratio requirements. The final decision will be made on the day by the lead ranger.</p>	<p>All leaders</p>	<p>When necessary</p>

	getting lost, psychological distress)	discretionary basis using their judgement and experience in reaching their decision. If they decide to go ahead then staff must inform the teacher and ensure the teachers understand that behaviour is the school staff's responsibility.				
Disruptive / violent individual	Injury to themselves and other	Supervision, instruction, and ratios of schools and events. Behaviour of school groups is the responsibility of the school staff. Staff leading education / events carry out dynamic risk assessment during the event – radios in use, move groups to safe areas and call for help if necessary. Assistance can be provided by other staff/ emergency services	L			
Emergency situation. e.g. Fire, public disorder, explosion, toxic spillage	Any one on the site – risk of injury caused by the incident or as the emergency services enter the site. Entrance, approach road blocked by cars or visitors.	Sufficient information provided to Police, Fire & Ambulance Service Emergency plan: KWP: Copy located in main office to the right of entrance, in green holder on the wall. RPCP: Copy located in main office to the left of the window. Contains instructions on the evacuation procedure – co-ordinated by Senior ranger. Sufficient fire extinguishers, by type and number First aid provision on site and phones/radios for communication Entrance and approach roads kept clear of parked cars etc. Staff to meet emergency services.	L			
Biological hazards e.g., Weils disease, Tetanus.	Risk of infection - all participants	On site instruction. All participants/ children to wash hands after activities. No eating and drinking during activities.	L	Leaders aware of risk assessment “working near water”		

Water	Any participant - drowning	On site instruction Supervision Inspection of structures near water Throw lines & first aid kits carried on all events Regular inspection of throw lines	L	Leaders aware of risk assessment “working near water”		
Dog faeces	Any participant Infection nuisance	Site inspection; on site instruction and supervision. Cleaning materials and hand washing available Dog owners code of conduct.	L			
Ingestion of poisonous plants	Poisoning – anyone but particularly young people	Instruction and supervision, site inspection. Also, hand washing after all activities. Radio or mobile phone to summon help quickly.	L			
Contact with irritant plants	Allergic reaction	All control measures above and inspection on the day of the event of areas for known irritants.				
Contact with irritant plant – hazelnut & walnut trees	Any participant Allergic reaction	Instruction and supervision - Introduction talk before activity educate groups to risks. No pick and lick Site inspection – on the day of the event of areas for known irritants. Hand washing facilities with soap and water, after all activities. Radio or mobile phone to summon help quickly. What to wear to minimise contact - in school’s pack. People with/in care of (teachers) people with allergens to carry appropriate medication.	L	Leaders first aid trained and know treatment for an anaphylactic reaction Leaders aware of risk assessment “education woodland-based sessions – fires and cooking over fire A17.1” Once we know of an allergy, we are responsible to take adequate/reasonable practical steps to reduce the risk of harm (gated areas / avoid area). Move to a nut free area		
Peanuts in bird feeders		Peanuts not to be placed in static feeders outside classroom. Use mobile feeders for peanuts		Suet pellets in static feeders		
Discarded needles	Anyone Needle stick injury/infection and personal health.	On-site inspection. Appropriate supervision levels. Needle collection kit on site.	L			
Educational equipment	Personal injury. Inhalation of fumes Allergic reactions	On site instruction on use of age-appropriate equipment. Keep equipment stored tidily when in use and not in use. Guidance and supervision	L			

Nettle and thistle stings & insect bites.	Allergic reaction. Distress. Personal injury, anaphylaxis	Onsite inspection, instruction, and supervision. Mobile phone/ radio and first aid kit. All personal EpiPens and medication to be carried by participants.	M			
Extreme weather.	Hypothermia, sun burn or dehydration	Information to participants about need for suitable clothing, footwear. Sun cream and insect repellent. Water refill available. Weather warning protocols in place	M	Dynamic RA on day regarding conditions Adherence to the protocols in the education pack		
Animals (dogs)	Anyone Bites, trips, trauma Bites / slips and trips	Instruction not to touch / approach dogs Technique to avoid attention from dogs included in safety talk ..\Education\school booking documents 2024\General guidance for staff taking school groups 2024.docx Staff vigilance	M	Dog owner's code of practice		
Trips, slips and falls	Any participant Personal injury, particularly sprains, strains, fractures, cuts and grazes.	Outdoors On site main checks/inspection. On site supervision. All group leaders carry a first aid kit, mobile phone and radio for assistance. Schools instructed to bring own first aider and kit on visits – rangers will step in if necessary and manage the situation. Indoors All equipment/furniture stored tidily. All materials stored tidily. Cables should not trail across room; if no alternative, they must be covered with rubber cable protector strips.	M			
Fire inside building	Anyone involved Burns, smoke inhalation, death	Brief leaders on fire assembly point. Store any flammable substances out of reach of visitors. fire extinguishers (foam and water) to be kept in classrooms. Both doors to classrooms to be unlocked whilst visitors are in the classroom. All fire extinguishers inspected as necessary. Staff undertake regular training at WCC required intervals.	L			

		Fire wardens responsible for regular necessary checks.				
Improper storage of cleaning materials	Anyone, but primarily children Poisoning by ingestion Skin/eye irritation from splashes Breathing difficulties from fumes	All cleaning materials to be locked away (store cupboard). Supervision. All cleaning materials as specified by WCC.	L			
Low level electrical sockets	Anyone, but primarily children Tampering/playing with sockets. Electric shock causing personal injury or fatality,	Supervision	L			
Boiling kettle or hot water urn	Anyone Burns /scalds from boiling water if kettle or urn tips over	Equipment stored away from edge of worksurface.	M			

Name of Assessor	T Jones J Hughes	Signature	T Jones J Hughes
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Name of Manager responsible for activity / process	Craig Earl	Signature	<i>Craig Earl</i>
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