|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessor** | Claire Garrity | | | **Assessment date** | | 12/12/2023 | **Approved by:** | Jennie Denton | | **Review date:** | 12/12/2024 | |
|  | | | | | | | | | | | | |
| **Task hazard –** potential for harm to persons and/or property | | **Who’s at risk** | | | **Precautions –** to reduce risk level | | | | **Risk level** (see below) - after precautions have been taken | | **Person responsible –** for ensuring precautions are taken | |
| **Uneven ground** due to roots, stones, holes, muddy paths (and kit!) causing slips, trips or falls.  *Outcome: bruises, sprains, minor cuts and grazes.* | | all | | | * Children & leaders made aware of risks in advance - advise to take extra care. * Be aware of surroundings and kit being used * Avoid running on reserve. * Wear sensible shoes – advised before arrival * Change the route/area to work as appropriate | | | | likely X  slight harm =  slight | | GWT leaders  School leaders | |
| **Falling dead wood** in the form of either branches or trees.  *Outcome:**cuts, bruises, head injuries, broken limbs* | | all | | | * Reserve staff to carry out tree safety assessments / remedial work required. Areas used/worked in are to be checked periodically for dangerous trees. Remove or make safe as required. * Visiting groups to be aware of risk when working in a wooded area. * If very high winds, do not enter woods. * Leaders check route every time, before a group visit * Adjust activity as appropriate. * GWT leaders – report any damage noticed | | | | unlikely X very  harmful =  moderate | | GWT leaders  School leaders  Reserve team | |
| **Plants – poisonous**  (eg hemlock, berries, fungi, nightshade, lords and ladies)  **Plants- irritation**  (eg wild parsnip, giant hogweed)  *Outcome: poisoning from ingestion*  *skin irritation/burns, photosensitivity, and temporary blindness.* | | all | | | * GWT Staff to remind visiting group that there are poisonous plants/plants that can cause irritation on site. * **Warn children not to eat *any* plants or put anything into their mouths/eyes/noses** * Wash hands thoroughly after handling plants * Do not to touch or pick any plants or fungi unless told to do so. * If contact is made with hogweed sap a reaction will be imminent - wash as soon as possible and go not expose to light. If there is contact with eyes, wash as soon as possible with eye wash solution and seek advice from GP. * If giant hogweed is found on site, GWT learning staff to request it’s removal | | | | unlikely X very  harmful =  moderate | | GWT leaders  School leaders | |
| **Plants** - **stings & thorns** (eg nettles, brambles, thistles, hawthorn etc)  *Outcome: scratches and stings* | | all | | | * Ensure paths are kept clear. Stay on paths where appropriate. * Warn leaders/children of risks; point out any areas with these plants growing. * Advise long sleeves and trousers | | | | Likely x slight harm  = slight | | GWT leaders  School leaders | |
| **Other activity risks:**  *Outcomes:*  *poked eyes, scratches face*  *strains, bruises* | | children | | | * Be aware of low-lying branches * Moving logs carefully – children supervised to ensure they don’t try and move huge logs * Children will naturally limit their own risk. | | | | Likely x slight harm = slight | | GWT Leaders  School Leaders  Children | |
| **Use of kit in field:** eg magnifying glasses, bug pots, trays etc  *Outcome: bruises, sprains, minor cuts and grazes.* | | all | | | * Be aware of kit location to avoid trips, breakages. * Equipment will be checked before use to ensure no broken or sharp items. * Children will be shown how to use kit eg don’t walk along whilst looking through binoculars, magnifiers | | | | Likely x slight harm = slight | | GWT Leaders  School Leaders  Children | |
| **Insects** - stings & bites (bees, wasps, horseflies, hornets)  **See below for ticks** | | all | | | * Warn and advise long trousers and sleeves. * Warn children to be careful around stinging/ biting insects. * Encourage appropriate behaviour – avoid swatting at insects. * Tape off active wasp and bee nests. * Allergies should be flagged up to GWT staff in the group, ie EpiPens. | | | | Unlikely x Very Harmful  = moderate  Managed to be slight | | GWT leaders  School leaders | |
| **Other animals eg snakes, boar:**  (adders at Crickley Hill specifically, boar in the FoD)  *Outcome:**snake bite shock; severe pain at the location of the bite; swelling, redness and bruising at the location of the bite; nausea and vomiting; diarrhoea; itchy lumps on the skin; swelling of the lips, tongue, gums, and throat; breathing difficulties; mental confusion, dizziness, or fainting; irregular heartbeat.* | | all | | | * If it is possible that there are snakes in the area participants will be warned not to approach them. * If a snake is found, the participant will alert group leaders and the group will move back to a safe distance to give the snake space. * Do not attempt to catch or touch the snake * Seek medical attention if bitten by a snake * Wild boar live in the FoD, but unlikely to be in an open area being used by large groups. * If encountered, remain quiet and move away. * Group leader to walk any route pre-trip * Avoid dense cover in woodland where possible * Be vigilant especially around a sow with piglets | | | | Unlikely and very harmful = moderate  Managed to be slight | | GWT leaders  Accompanying adults  Adders (Added summer 2022) after sighting near learning area at CH | |
| **Contact with disease** – ticks  *Outcome: infected bites, at worst Lyme’s Disease* | | all | | | * Advise group.to inspect skin for ticks as appropriate for age of children. Remove with a twist, but ensure all mouthparts come free, if in doubt visit GP. * GWT first aid kits to contain a tick remover * Teachers to be aware of tick bite advice and symptoms of Lyme disease and to pass on this information to all group members where necessary. See Health and Safety Notes for Teachers and for further info/advice re symptoms in case of subsequent illness see <https://www.nhs.uk/conditions/lyme-disease> | | | | Unlikely x Very Harmful  = Moderate  Managed to be slight | | GWT leaders  School leaders  Parents at home | |
| **Contact with disease** – in water  *Outcome: nausea,*  *at worst: Weil’s disease (Leptospirosis)*  *Animals (including rodents and livestock)*  *harbour this disease which you can contract if soil or freshwater that contains infected urine gets into your mouth, eyes or a cut.* | | all | | | * Wash hands thoroughly after contact with water and before eating – eg pond-dipping, river study * Cover cuts and abrasions with waterproof plasters, waterproof gloves as discussed with school staff on the day. * For further info/advice re symptoms in case of subsequent illness see <https://www.nhs.uk/conditions/leptospirosis> * This is rare in the UK, however, as a precaution children will be asked to wear wellies when entering water e.g. river dipping at GSF and asked not to put their fingers in their mouths. | | | | Unlikely x Very Harmful  = Moderate  Managed to be slight | | GWT leaders  School leaders  Parents at home | |
| **Contact with disease** – soil borne/livestock  *Outcome: nausea, e-coli* | | all | | | * Ensure everyone washes hands before eating/drinking. * No contact with livestock. * For further info/advice re symptoms in case of subsequent illness see [www.nhs.uk](http://www.nhs.uk) | | | | unlikely X harmful =  slight | | GWT leaders  School leaders | |
| **Contact with allergens** (including pollen, nuts,)  Outcomes:  *allergic reactions - hay fever, asthma, rashes, swelling*  *at worst: severe reactions – anaphylactic shock* | | all | | | * At time of booking/before visit leader to inform GWT team of any known allergies/severe allergy. * Children/adults with severe allergies to be identified by school staff on arrival. * Advise parents/teachers to bring inhalers / children to have them with them. **Remind everyone before we leave for an activity to check they have their inhaler.** * Mobile phones to be carried. * Care to be taken when eating. Wash hands before eating and keep out of mouth in between. * Ask leaders to inform of any hyper-allergies; do not take them near bee nests etc. * Advise parents/teachers to bring EpiPens / children to have them with them. **Remind everyone before we leave for an activity to check they have their EpiPen.** * GWT activities will not use peanuts. * GWT team will not have peanut butter/peanut related food onsite. * NB the site is used by members of the public | | | | likely X slight harm =slight  (eg mild hayfever)  Unlikely x Very Harmful  = Moderate  Managed to be slight  (e.g. asthma attack caused by hayfever) | | GWT leaders  School leaders | |
| **Dogs:**  Dog excrement  *Outcome: risk of toxocariasis*  Dogs – on or off lead  *Outcome: scared by dog, at worst dog bite* | | all | | | * Group warned to be aware of dog poo. * If spotted, please warn group members nearby. Many of our reserves are open to the public and popular with dog walkers. * Children are asked to put their hands on their chest if a dog approaches and to remain stationary and quiet. * Group leader to be vigilant if a dog enters the group area. * GWT staff will check site before group arrives and remove any dog poo seen. | | | | Unlikely x Very harmful = Moderate  Managed to be Slight | | GWT leaders  School leaders | |
| **Weather:**  Over-exposure to sun/heat  Over-exposure to cold/wet  Lightning Strike  Very windy weather | | all | | | * Advise teachers on appropriate clothing/ footwear before visit. * Encourage everyone to wear hats (especially with neck protection) and sunscreen, drink plenty of water, seek shade during hottest part of day. Protect skin with light clothing. * Encourage everyone to wear warm and waterproof clothing. Including hat. Provide shelter if required. * Seek shelter indoors in the event of nearby thunder or lightning (especially under trees) * If very high winds, do not enter woods. Check route every time, before a group visit. * Adapt programme accordingly. Cancel in severe storm. | | | | Unlikely X harmful =  slight  Unlikely x very harmful = moderate | | GWT leaders  School leaders | |
| **Deep water**  Fall into water body eg river/pond  *Outcome: at worst drowning*  \*Applies to Greystones Farm (river) & Robinswood Hill – (pond) | | all | | | * Explain danger of open water to all. * Children must be supervised at all times when near the water’s edge or in the water. * Children should be instructed to enter the water only if it is safe to do so and managed closely * Advise of need for extra care if going close to river. Keep away from edge of water body. Children closely supervised and in small groups. * If doing rivers day or pond dipping – see specific task RA for this activity | | | | Unlikely x very harmful = moderate | | GWT leaders  School leaders  Children | |
| **Vehicles**  Car park, roads in and around the reserve  *Outcome: injuries sustained from impact with a vehicle* | | all | | | * Children to be made aware of possibility of vehicles on site – be alert. * Children will be always supervised near cars and in areas where reserve vehicles are in operation * Ensure extra vigilance and control in these areas * Move to a safer area as soon as practical. * Children must be warned not to cross fences or go through gates unsupervised. * Coaches to park in designated area * Children will be always supervised near farm machinery and through working areas. * They will be instructed not to touch or climb on any equipment. | | | | Unlikely x Very Harmful  = Moderate  Managed to be slight | | GWT leaders  School leaders  Children | |
| **Nature reserve operations**  **Authorised vehicles on reserve** (eg staff and volunteers, disabled trail users – ‘tramper’ vehicles)  **Farm operations** (\*at Greystones Farm)  Technical equipment, machinery, vehicles, tools  *Outcome: injuries sustained from impact with a vehicle* | | all | | |
| **Grazing animals**  *Outcome: injuries sustained from impact with livestock* | | all | | | * Grazing animals may be present at certain times of the year on some reserves. (\*At Crickley Hill/At Greystones Farm) * Children will be kept together as a group and walked quietly through a field if the GWT leader feels it is safe to do so. * All to be especially vigilant when young are present. * They will be asked to walk quickly and quietly, but not run. * They will be told not feed any livestock/touch any animals. * There may be areas we cannot access due to the workings of the farm at that time. If cattle are being moved the farmer will inform the GWT Leader and children will be in a safe place before cattle are moved (\*at Greystones Farm) | | | | Unlikely x Very Harmful  = Moderate  Managed to be slight | | GWT leaders  School leaders  Children | |
| **Fire on site**  (around site during dry weather, in buildings on reserve)  *Outcomes: smoke inhalation, burns* | | all | | | * Reserve fire procedures are outlined to all groups at start of visit. Fire assembly point highlighted * If new to site – suggested visiting staff make pre-trip visit | | | | Unlikely x Very Harmful  = Moderate  Managed to be slight | | GWT Leaders  School Leaders  Other GWT staff onsite | |
| **Consumption of food/drink**  *Outcomes: allergies, choking, burns from hot drinks* | | all | | | * Attending group provides their own snacks, drinks, and lunch * School staff supervise the group during their snack and lunch break * Group is provided somewhere they can sit to eat their food onsite – will depending on programme and weather * GWT does not provide food for the group * School staff may purchase food/drinks from the café. To be supervised by school adults (eg hot drinks etc) | | | | Unlikely x Very Harmful  = Moderate  Managed to be slight | | School leaders | |
| **Members of the general public**  *Outcome: altercation with visitor, stranger-danger* | | all | | | * Many of our reserves are open to the public but the risk is no greater than any other public space. * Children reminded to always remain with their adults/ groups * Ratio for adults to children should be maintained * Children to be supervised in the toilets by school leader | | | | Unlikely x Very harmful = Moderate  Managed to be Slight | | GWT leaders  School leaders  Children | |
| **Children wandering off**  *Outcome: Lost child* | | children | | | * All leaders to keep track of children while on reserve * Carry out regular head counts. (SL) * When walking around site have one adult in front, one in middle and one at back of group. * All children to remain under adult supervision (SL). * Visiting schools to be aware that the site is open to members of the public. * Remind children to stay within sight of adults. * If a child is lost two adults will remain with the rest of the group, one will return to the Emergency Services Meeting point and the others will search for the child. * As per the GWT safeguarding procedures if a child is lost for 15 mins the emergency services will be alerted. | | | | Unlikely x Very harmful = Moderate  Managed to be Slight | | GWT leaders  School leaders  Children | |
| **Activities are too long for the age of children**  Reduced concentration leading to accidents  Lack of endurance leading to tiredness and accidents | | children | | | * Ensure activities are age-appropriate and breaks are provided when necessary (teachers asked to ensure children bring snacks/lunches and drinking water provided) | | | | Unlikely x slight harm = trivial | | GWT team  School leaders | |
| **Gates, fences and doors**  *Outcome: trapped fingers, cuts and bruises* | | Staff, Volunteers, Participants | | | * Use gates sensibly to avoid trapping fingers. * Only climb over boundaries if instructed to do so. * Be aware of barbed wire | | | | Unlikely x harmful = slight | | GWT leaders  School leaders  Children | |
| **Risks due to inappropriate behaviours within the group** | | | Participants | | * Communication about the content of the session and the individuals within the group will take place prior to the session to ensure appropriate behaviour can be managed. * Activity may be changed at short notice to one with lower risk to mitigate - there will always be a backup activity without tools. * The participants will understand that the session will be ended if behaviour is unacceptable. * School staff are always present with the group (ratio of staff to children as per the partnership agreement/booking) and they are there to enforce / deal with specific behaviours relating to the participants. * Each child’s needs/known triggers are provided prior to the session and school staff will communicate any additional information prior to each session starting. | | | | Likely and slight harm= Slight | | | GWT staff and school staff |
| **Risks due to learning needs** | | | Participants | | * Ensure a higher adult to child ratio depending on the needs of the group and/or the individuals within the group. * Activity leader to request details of the needs of the individuals in the group in advance of the session when possible or discuss this with the staff before the sessions begins and adapt activities accordingly. | | | | Likely and slight harm= Slight | | | GWT staff and school staff |

|  |
| --- |
| **PPE required** As appropriate: gloves, sturdy footwear |
| **Other info** A personal first aid kit must also be carried and there should also be reasonable access to a more comprehensive kit.  Hand sanitiser |

*For further information:*

Contact: [learning@gloucestershirewildlifetrust.co.uk](mailto:learning@gloucestershirewildlifetrust.co.uk)