

Specific Risk Assessments for Visits and Activities Rushcliffe Environmental Education Centre

NB: These Specific Risk Assessments must be read in conjunction with the Nottinghamshire County Council Local Authority, Children, Families and Cultural Services – Generic Risk Assessments For Visits and Activities (September 2015)

These generic risk assessments are intended for use on all applicable events for a range of activities delivered on behalf of the Children, Families and Cultural Services. They should be consulted as the foundation for all the specific risk assessments within this document.

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**Nottinghamshire County Council Local Authority
Children, Families and Cultural Services
Specific Risk Assessments For Visits and Activities
Rushcliffe Environmental Education Centre**



- R 1. Covid 19
- R 2. Working in the centre
- R 3. Pond Dipping
- R 4. Shelter Building
- R 5. Minibeasting activities
- R 6. Orienteering activities
- R 7. Forest School (incl tools and camp fire)

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**

NUMBER R 1 Covid 19



Nottinghamshire
County Council

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
Covid 19	Pupils / Staff / Parents Illness	<ul style="list-style-type: none"> • Brief everyone prior to session about keeping safe due to covid 19 during session. • Maintain 2m social isolation where possible. Although school groups will maintain their working 'bubble'. NCC staff are to maintain 2m where possible. • Work in smaller groups to reduce possibility of being too close. • Cough / sneeze into tissue or elbow. • Sanitiser to be used before and after session and regularly during. • Once finished, clean any equipment with warm soapy water (just as effective as the hand gel) and all equipment is left in store cupboard where virus can't survive. • If a child begins to show symptoms whilst at Rushcliffe Environmental Education Centre then he/she is to be isolated from the rest of the group. The child can wait while parent / carers are contacted to arrange collection. 	Teacher awareness of risks essential	Yes	Low / med

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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Date: June 2022

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



NUMBER R 2 Working in the centre

Hazards <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls applied
Fire	Pupils / Parents / Staff Injury / Illness / Death	<ul style="list-style-type: none"> • Only fight fires if small enough and use the correct extinguisher. • Evacuate the building or evacuate and Dial 999 from the mobile. • Assemble at appropriate points. • Do not re-enter the building until told it is safe to do so be the emergency services. • Carry out regular fire drills. 	<ul style="list-style-type: none"> • Staff fire awareness required. • List of all on site must be brought by schools. • Signs fitted to exits. • Windows open to allow use as an exit. 	Yes	Low
Electrical Equipment	Pupils / Parents / Staff Injury / Illness / Death	<ul style="list-style-type: none"> • Shown how to use equipment including RCDs . • PAT testing carried out each year. • Ongoing visual checks. • Electrical items not used near water. 	Each group visit only for a day.	Yes	Low
Hot Liquids	Pupils / Parents / Staff Injury / Death	<ul style="list-style-type: none"> • Hot drinks must not be passed around over the children. • COSHH substances stored appropriately. • First aid kits available. • Pupils not allowed in kitchen area. 	Need regular updates.	Yes	Low
Tools	Pupils / Parents / Staff Injury	<ul style="list-style-type: none"> • Tools stored in locked areas. • Glue guns to be used by adults only. • First aid kits available. 		Yes	Low
Intruders	Pupils / Parents / Staff Injury / Death	<ul style="list-style-type: none"> • All doors locked when visitors on site. • No child to be left alone anywhere at any time. 		Yes	Low
Floors	Pupils / Parents / Staff Injury	<ul style="list-style-type: none"> • Floor well maintained and non-slip cleaning materials used. • When floors are wet 'wet floor' sign used. • Spills wiped up immediately. 		Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Simon Williams 	Date: June 2022
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**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



Nottinghamshire
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NUMBER R 3 Pond dipping

Hazards Considered Step 1	Who might be harmed and how Step 2	Existing Control Measures: Step 3	Further action - Step 3 Consider group supervision requirements, travel and hazards in the environment used.	Generic controls are being applied? If not detail in further actions	Risk when all generic controls are applied
Prior to activity	Pupils / Staff / Parents Injury / Death	Staff to assess areas of risk prior to exercise taking place. Path to dipping area to be cleared of obstacles. Participants to be given brief talk regarding behaviour in Pond Dipping area (running etc.) and the likelihood of falling into a pond	Staff member has attended REEC for previsit	yes	low
Working around the pond	Pupils / Staff / Parents Injury / Illness / Death Risk of waterborne infections from contact with pond(including Weil's disease etc)	<ul style="list-style-type: none"> • Ponds are small. Stay back if not involved. • Pupils should never enter the water. • Close adult supervision of small groups, 1:6. • Throw line / spare clothes taken to pond. • Safety talks to all visitors including hands away from faces. • Cover cuts and grazes with waterproof plaster or rubber glove. • First aid pack to be carried at all times. • Wash hands and equipment as soon as possible after activity. Use wet wipes on site if appropriate. • Avoid splashing. 	Inset training and Codes of Practice	Yes	Low
Wildlife	Pupils / Staff / Parents Injury / Death	Stay on the bank away from any wildlife.		Yes	Low
Weather	Pupils / Staff / Parents Injury / Death	Ponds are situated in the woodland. High winds, thunder and lightning are hazards in woods. Assess weather forecast prior to activity		On occasions conditions may be unsuitable	Yes
Slip / Trip / Fall	Pupils / Staff / Parents Injury / Death	Suitable footwear/clothing to be worn. First aid kit carried at all times	Yes		Low
Refer to Day Centres' Codes of Practice					

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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These are Specific risk assessments identifying key hazards and control measures associated with visits or activities.

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**

NUMBER R 3 Pond dipping



**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



Nottinghamshire
County Council

NUMBER R 4 Shelter building

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Shelter Building	Pupils / Staff / Parents Injury / Illness / Death	<ul style="list-style-type: none"> • Area to have safety inspection before use. • Timbers to be inspected quarterly to check for damage or rot. • Grass pathways to be cut short. • Pathways to be cleared of obstacles. • Tree stumps removed where necessary or pointed out to users during pre-event briefing. • Verbal instructions issued to users, to incl how to carry branches and awareness of others working around • Practical demonstration by centre staff prior to children den building • First Aid kit carried. • Medication / asthma inhalers, sun cream where needed. • Full body cover at all times, old clothes, long sleeves and trousers, suitable footwear. • Adult supervision to ensure safe construction – consider size and weight of materials used i.e. not too long – one person on each end. • Test shelter before anyone inside. • Size of shelters should be appropriate to age of pupils. • No one to be inside shelter when being demolished. 	Inset training and Codes of Practice	Yes	Low / Med

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**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**

NUMBER R 4 Shelter building



Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



NUMBER R 5 Minibeasting

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Hunting for mini-beasts as part of an organised group Slips, trips and falls Injury from insect bites and stings and plant stings. Risk of soil-borne infection	Pupils / Staff / Parents Injury / Illness / Death	<ul style="list-style-type: none"> • Pre-event inspection of site with safety talk to participants warning of the potential dangers within the woodland. • Ensure that the path to and from the hunt area is kept free of obstacles. • First aid equipment available. • Instruction given to participants prior to event to avoid known areas of stinging plants. • Insistence on hand washing after event and before eating. • Hot and cold water, soap and hand-drying facilities provided at the visitor centre. • Participants advised to wear insect repellent. • Participants advised to notify Centre staff of any potential/existing medical condition / problem i.e. adverse reactions to insect bites or stings • All minibeasts are to be returned where they were found 	Inset training and Codes of Practice	Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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**Nottinghamshire County Council Specific Risk Assessment
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NUMBER R 6 Orienteering

Hazards Considered (Step 1)	Who might be harmed and how (Step 2)	Existing Control Measures: (Step 3)	Further action - Step 3 <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Slip / Trip/ Fall / Bump / Sting	Pupils / Parents / Staff Injury / Illness / Death	<ul style="list-style-type: none"> • Appropriate clothing for orienteering. • Appropriate adult supervision ratios; 1:6. • Appropriate safety talk before activity, to include fences, hygiene, boundaries etc. • Suitable footwear to be worn. • First aid pack / mobile phone to be carried at all times. • Watch for nettles in some orienteering control areas • Whistle to be carried for first aid purposes and to gather group. 		Yes	Low
Asthma	Pupils / Parents / Staff Illness / Death	Inhalers to be carried and not left in classroom.		Yes	Low
Vehicles / Machinery / Equipment on site	Pupils / Parents / Staff Injury / Death	Orienteering visitors warned of possible machinery / equipment vehicles in area and how to act.		Yes	Low
Animal faeces	Pupils / Parents / Staff Illness / Death	<ul style="list-style-type: none"> • Safety talks to all visitors including use of and cleaning appropriate footwear • Wash hands as soon as possible after activity. 		Yes	Low
Animals / Horses etc	Pupils / Parents / Staff Injury / Death	All visitors informed how to behave around animals / horses.		Yes	Low
Weather	Pupils / Parents / Staff Illness / Injury / Death	<ul style="list-style-type: none"> • Centre teacher or visiting teacher to obtain daily forecast, assess on going weather conditions. • Children should not go under or around our mature trees in high winds. 	On occasion, conditions may be unsuitable	Yes	Low
Pond / Open Water hazards	Pupils / Parents / Staff Illness / Injury /Death	<ul style="list-style-type: none"> • Brief should include talk on water hazards. Large pond in park grounds is fenced off and a number of small ponds are in the den building woodland. • Orienteering routes may be around the pond • Brief at Pre visits for teachers • 	Brief at Pre visits for teachers tell children at start of activity	Yes	Low
Refer to 'Day Centres' Codes of Practice'					

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NUMBER R 6 Orienteering



Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



NUMBER R 7 Forest School (incl tools and camp fire)

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Shelter Building	Pupils / Staff / Parents Injury / Illness / Death	<ul style="list-style-type: none"> • First Aid kit carried. • Medication / asthma inhalers, sun cream where needed. • Full body cover at all times, old clothes, long sleeves and trousers, suitable footwear. • No one to be inside shelter when being demolished. • Adult supervision to ensure safe construction – consider size and weight of materials used i.e. not too long – one person on each end. • Test shelter before anyone inside. • Size of shelters should be appropriate to age of pupils. 	Inset training and Codes of Practice	Yes	Low / Med
Bracken	Pupils / Staff / Parents Illness / Injury / Death	<ul style="list-style-type: none"> • Gloves should be worn, especially when pulling up bracken. • Wash hands thoroughly afterwards 		Yes	Low
Falling Logs / Branches	Pupils / Staff / Parents Injury / Death	Prior to occupation of shelter building site check for any hanging branches that may have been snapped or dislodged and left hanging in the tree		Yes	Low
Lifting	Pupils / Staff / Parents Injury	<ul style="list-style-type: none"> • Safety talk before start of activity. • Pupils shown correct way to lift. • Pupils should not lift heavy items. 		Yes	Low
Getting Lost	Pupils / Staff / Parents Injury / Abduction / Death	<ul style="list-style-type: none"> • Account for all pupils at all times. • Closely – supervised small groups. • Define area to be used, to pupils. 		Yes	Low
Weather	Pupils / Staff / Parents Illness / Injury / Death	<ul style="list-style-type: none"> • Consider weather conditions eg high winds / thunder storms etc. • Medication / asthma inhalers / sun cream where needed. 	Get up-to-date forecast for day	Yes	Low

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NUMBER R 7 Forest School (incl tools and camp fire)

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Hot liquids/heating milk/ moving with hot drinks	Pupils / Staff / Parents Spills and scalds, food allergies	<ul style="list-style-type: none"> • Pupils to be well behaved and under control. • Safety talks to all visitors before giving out hot drinks. Cover how to handle cups, not moving around the classroom with drinks. • First Aid pack to be on hand for spills or accidents. • Follow hygiene rules in DfES document 'Handbook for Group Leaders'. • Wash hands before consuming hot chocolate or any consumables. • Adults ONLY to carry hot chocolate to pupils. Pupils must be sat down with hot drinks. • Adults to check temperature of chocolate before serving. • Correct Adult ratio to children. • Visiting schools should provide relevant medical information for the Centre teacher and any details of food allergies or intolerances. A suitable alternative will be provided for any dairy free/food allergies noted. Schools MUST make centre aware of this BEFORE arrival. 	Pre-visit carried out before visit. Briefing of all staff and pupils before session starts.	Yes	Low / Med
Tools (incl bow saw, electric drill, billhook, knives, etc)	All participants Injury / Death	<ul style="list-style-type: none"> • Groups supervised correctly by centre tutor, forest school staff / helpers in correct ratios. • Clear instructions given to all participants. • PPE to be worn. • Charged mobile phone on site. • First Aid kit on site. • FS leader to have current First Aid Certificate. • Tool talk. 	Teacher awareness of risks essential. Safety brief prior to activity.	Yes	Med

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NUMBER R 7 Forest School (incl tools and camp fire)

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Activities using Rope	All participants Injury / Death	<ul style="list-style-type: none"> • Gloves to be worn if activity involves pulling on heavy rope. • To be closely supervised if doing 'tug of war' style game. • If possible use light coloured string or rope. • Groups to be briefed about sighting of ropes to avoid entanglement, avoid snagging neck and sighting of low level ropes to avoid being a trip hazard. • Any off cuts or old rope / string to be picked up and thrown away. Where possible to be clearly laid out and not hidden / buried. • Leader to carry knife for cutting rope at all times. 		Yes	Low

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NUMBER R 7 Forest School (incl tools and camp fire)

<p>Fire</p>	<p>Pupils / Staff Burns / Injury / Death</p>	<p>Prior to arrival set up a fire circle with the fire bowl in the centre. Straight branches to mark off kneeling area. Seating is away from smoke and flames, fire bucket and first aid kit (incl burns kit) positioned close by.</p> <p>If raining erect tarp over fire circle high enough not to get hot but provide shelter from rain if required. On arrival of group tutor uses route in. Explain route in/out. Seat the group around the fire bowl in a controlled manner and discuss safety implications of working near fires and what fires need to light and remain lit (air, fuel and source of ignition).</p> <p>Explain use of gauntlets, no standing over fire, kneeling on one knee while adding fuel or cooking. Show location of first aid kit and filled fire bucket.</p> <p>Tutor to demonstrate use of fire steels to create spark and cotton pads to initiate fire. Group to practice using steels to light pad.</p> <p>Once satisfied with procedures then build fire in the metal fire bowl. Explain use of fire bowl as a container for safely lighting of fire, where fire, embers and ash can be controlled.</p> <p>Demonstrate cooking over the fire. Kneeling on one knee. No standing over the fire and use of gloves at all times.</p> <p>When using Kelly kettle fully demonstrate how to boil water and emphasise rubber bung is removed during boiling. Set kettle up on flat site. Light fire in base of kettle and once burning place kettle body over fire and introduce more twigs in throat of kettle. Never leave kettle unattended and always watch for water boiling. Pour carefully wearing gloves and pulling on kettle chain.</p>	<p>Teacher awareness of risks essential.</p> <p>Safety brief prior to activity.</p>	<p>Yes</p>	<p>Low</p>
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NUMBER R 7 Forest School (incl tools and camp fire)

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Extinguishing the fire	Pupils / Staff Injury	<ul style="list-style-type: none"> Tutors must ensure that group are a safe distance away before attempting to put out the fire. <p>The fire should be allowed to go out or if time does not allow use contents of fire bucket to drench the fire bowl or kettle base ensuring all embers are submerged, have stopped glowing and are extinguished.</p> <p>Check fire bowl is cool before picking up and dispose of cold, wet ash.</p>		Yes	Low
Fire getting out of control	Pupils / Staff Injury / Death	<ul style="list-style-type: none"> Group to be moved away from fire. Any spare wood should remain a safe distance away from the fire. A bucket of water should always be at the activity area to put the fire out when needed. Campfire activity must be carried out in designated Area <p>Inform fire brigade . Stay close by the fire to direct arrival of fire appliance.</p>		Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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