

## Specific Risk Assessments for Visits and Activities Brackenhurst 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.

**Authors:** Simon Williams  
**Release Date:** 31.05.2020  
**Review Date:** 30.05.2021  
**File Path:** k:\shared\risk assessments\2020 - 2021\brackenhurst risk assessments 2020- 2021.doc



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



Nottinghamshire  
County Council

- BR1. Visit to Animal Care Unit
- BR2. Cheese, Butter, Apple Juice Making
- BR3. Conservation Activities
- BR4. Farm / Site Walk
- BR5. Pond / Stream Dipping
- BR6. Trailer Rides
- BR7. Field Studies
- BR8. Greenhouse Visit
- BR9. Orienteering
- BR10. Outdoor and Adventurous Activities
- BR11. Working in the Centre
- BR12. Visit to Anderson Shelter
- BR13. Christmas Nativity
- BR14. Shelter Building
- BR15. Forest School / Off site Forest School / Stone Age Day
- BR16. Science Day (Air / Water Rockets)
- BR17. Camp Fire
- BR18. Coronavirus

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

## NUMBER BR1 Visit to Animal Care Unit



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
Handling Animals	Pupils / Staff / Parents Injury / Illness / Scratch / Bite / Allergic Reaction / Bump head / Zoonoses Associated Disease Potential / EColi 0157	<ul style="list-style-type: none"> <li>• School groups may only use the indoor rooms if accompanied by Centre staff or Unit staff.</li> <li>• Contact / handling is only permitted if supervised by Centre teacher.</li> <li>• Follow hygiene rules in DfES document 'Handbook for Group Leaders'</li> <li>• Safety talks to all visitors before any contact.</li> <li>• Additional adult supervision of small groups essential.</li> <li>• Hand washing essential after any contact with animals and always before eating.</li> <li>• Use of hand gel at farm after petting prior to washing hands at toilet block</li> <li>• First Aid packs to be carried.</li> <li>• Visiting schools should provide relevant medical information for the Centre teacher.</li> <li>• Specific Inhalers / medication / Epipens etc to be carried during session and not left in the classroom.</li> <li>• Safety talks to all visitors before entry to unit.</li> <li>• Additional adult supervision of small groups essential.</li> <li>• Avoid transmission of infection from hand to mouth. Fingers must not be put into eyes, nose or mouth.</li> <li>• Regular contact by Centre teacher with staff at Animal Care Unit.</li> <li>• Change or clean footwear before leaving site, wash hands.</li> <li>• Pregnant women to avoid contact with lambing ewes.</li> </ul>	Inset training and Codes of Practice.  Briefing of all Staff / Parents and Pupils.	Yes	Low / Med
Walk to Site	Pupils / Staff / Parents Slip / Trip / Falls / Vehicles	<ul style="list-style-type: none"> <li>• Suitable footwear to be worn.</li> <li>• Limit numbers inside Animal Care rooms <b>to a max of 8.</b></li> </ul> Adults to control traffic / farm vehicles while crossing stable yard			


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



**NUMBER BR1 Visit to Animal Care Unit**

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
<b>Update</b>	<b>Pupils / Parents / Staff Injury / Illness</b>	<b>Due to new restrictions this activity is currently not being offered.</b>		<b>Yes</b>	<b>Low</b>
<b>Refer to Brackenhurst Farm Visit Risk Assessment and 'Day Centres' Codes of Practice'</b>					

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

Assessment carried out by: <b>Simon Williams</b> 	Date: June 2020
--	-----------------

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



### NUMBER BR2 Cheese, Butter and Apple Juice Making

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
Hot Liquids / Heating Milk	Pupils / Parents / Staff Injury / Scalds	<ul style="list-style-type: none"> <li>• Adults only operating the microwave oven <b>and carrying milk back to the tables.</b></li> <li>• This adult should check that the milk is warm and not boiling (as per cheese making instructions).</li> <li>• Adult/pupil ratios should be appropriate for the age group.</li> </ul>	Inset Training and Codes of Practice  Briefing of all Staff / Parents and Pupils.	Yes	Low
Cutting Cloth	Pupils / Parents / Staff Injury	<ul style="list-style-type: none"> <li>• Adult only using scissors when cutting cloth (muslin for draining cheese).</li> <li>• Children stay seated at all times.</li> </ul>		Yes	Low
Making Cheese	Pupils / Parents / Staff Injury / Illness	<ul style="list-style-type: none"> <li>• This is done prior to session by centre staff.</li> <li>• Ensure hands are washed before cheese making.</li> <li>• Clean tables with anti-bacterial spray.</li> <li>• Clean equipment and hands before and after use.</li> </ul>		Yes	Low
Making butter	Pupils / Parents / Staff Injury / Illness	<ul style="list-style-type: none"> <li>• This is done prior to session by centre staff.</li> <li>• Ensure hands are washed before butter making.</li> <li>• Clean tables with anti-bacterial spray.</li> <li>• Clean equipment and hands before and after use.                             <ul style="list-style-type: none"> <li>• Butter churns are made of glass and have moving parts. All to be made aware how to correctly operate churn prior to use</li> </ul> </li> </ul>	Inset Training and Codes of Practice  Briefing of all Staff / Parents and Pupils.	Yes	Low
Making Apple Juice	Pupils / Parents / Staff Injury / Illness	<ul style="list-style-type: none"> <li>• Ensure hands are washed before apple juice making.</li> <li>• Clean tables with anti-bacterial spray.</li> <li>• Clean equipment and hands before and after use.                             <ul style="list-style-type: none"> <li>• Some parts are made of metal and are heavy.</li> <li>• Staff only to use knife to cut apples. Staff to supervise mascerator.</li> </ul> </li> </ul>	Inset Training and Codes of Practice  Briefing of all Staff / Parents and Pupils.	Yes	Low
<b>Updated</b>	<b>Pupils / Parents / Staff Injury / Illness</b>	<b>Due to new restrictions this activity is not being offered</b>		<b>Yes</b>	<b>Low</b>

**See Safety Policies & Codes of Practice Booklet**

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

*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 BR2 Cheese, Butter and Apple Juice Making**



Assessment carried out by: **Simon Williams**

Date: June 2020

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



Nottinghamshire  
County Council

### NUMBER BR3 Conservation Activities (including Victorian Garden)

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
Tools	Pupils / Parents / Staff Injury / Death	<ul style="list-style-type: none"> <li>• Appropriate clothing for the task (gloves, footwear etc).</li> <li>• Tool safety talk / tools stuck in ground after use and not lying around. Scissor blades closed.</li> <li>• One person should never carry long objects.</li> <li>• Appropriate adult supervision ratio – 1:6.</li> <li>• Demonstrate lifting and carrying techniques.</li> <li>• Beware of possible eye injury with garden canes / brambles / willow / twigs.</li> </ul>	<p style="text-align: center;">Inset training and Codes of Practice.</p> <p style="text-align: center;">Visiting teachers need to be aware of risks and choose activities according to age and ability of children.</p> <p style="text-align: center;">Each tool used needs a safety talk.</p> <p style="text-align: center;">Always demonstrate use of tools and safety issues.</p>	Yes	Low
Conservation Activities	Pupils / Parents / Staff Illness / Injury / Weils Disease	<ul style="list-style-type: none"> <li>• Safety talks to all visitors including hands away from faces.</li> <li>• Work gloves and suitable complete body cover to be worn.</li> <li>• Cover cuts and grazes with a waterproof plaster or rubber glove.</li> <li>• First aid pack to be carried at all times.</li> <li>• Wash hands as soon as possible after activity.</li> <li>• Ensure tetanus injections are up to date.</li> <li>• See pond / stream dipping risk assessment.</li> </ul>		Yes	Low
Wildlife	Pupils / Parents / Staff Injury / Death	Stay away from any wildlife areas.		Yes	Low
<b>Walk to Site</b>					
Weather	Pupils / Parents / Staff Injury / Death / Illness	Centre teacher or visiting teacher to obtain daily forecast.	On occasion conditions may be unsuitable	Yes	Low
Slips / Trips / Falls	Pupils / Parents / Staff Injury	Suitable footwear to be worn		Yes	Low
<b>Update</b>	<b>Pupils / Parents / Staff Injury / Illness</b>	<b>Due to new restrictions this activity is not being offered</b>		<b>Yes</b>	<b>Low / Med</b>
<b>Refer to BR4 Brackenhurst Farm Visit Risk Assessment and ‘Refer to Brackenhurst Farm Visit Risk Assessment and ‘Day Centres’ Codes of Practice’</b>					

*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 BR3 Conservation Activities (including Victorian Garden)**



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 2020



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



### NUMBER BR4 Farm / Site Walk (Including visit to sheep barns during lambing, Equestrian Centre etc)

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
Slip / Trip / Fall	Pupils / Parents / Staff Injury	<ul style="list-style-type: none"> <li>Ensure that staff are familiar with the site have attended appropriate Inset training or been fully briefed by leader.</li> <li>Appropriate adult supervision: fives and under and special needs children 1:2, older children 1:5 or 1:6 is appropriate. Pupils never alone.</li> <li>Pupils to be well behaved and under control.</li> <li>Appropriate safety talk before walk.</li> <li>Extreme care should be taken on and around the slabs at the Main Hall. They are slippery when wet. Beware of debris, equipment, machinery / tools left unattended.</li> </ul>		Yes	Low
Strangers	Pupils / Parents / Staff Injury / Abduction / Death	<ul style="list-style-type: none"> <li>Appropriate adult supervision: fives and under and special needs children 1:2, older children 1:5 or 1:6 is appropriate. Pupils never alone.</li> <li>Appropriate safety talk before walk.</li> </ul>	Refer to Codes of Practice and Farm Safety checklist.  Site map available at Inset	Yes	Low
Vehicles / Horses	Pupils / Parents / Staff Injury / Death	<ul style="list-style-type: none"> <li>Groups to walk together on one side of the road and should stop to let any traffic pass.</li> <li>Ensure that staff are familiar with the site and have access to a site map.</li> <li>Children's safety talk should include briefing about staying together.</li> </ul>		Yes	Low
Lost or Separated	Pupils / Parents / Staff Injury / Abduction / Death	<ul style="list-style-type: none"> <li>Ensure that staff are familiar with the site have attended appropriate Inset training or been fully briefed by leader.</li> <li>Appropriate adult supervision: fives and under and special needs children 1:2, older children 1:5 or 1:6 is appropriate. Pupils never alone.</li> </ul>		Yes	Low

*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



Nottinghamshire  
County Council

### NUMBER BR4 Farm / Site Walk (Including visit to sheep barns during lambing, Equestrian Centre etc)

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
Animal faeces	Pupils / Parents / Staff Illness / Death	<ul style="list-style-type: none"> <li>• Ensure all visitors, adults and children are familiar with Farm Safety checklist.</li> <li>• Appropriate footwear should be worn and cleaned after use. Wellingtons are available at the Centre.</li> <li>• Hands washed after any contact to animals and gardening activities, especially before eating. This should be supervised for the youngest children.</li> </ul>		Yes	Low / Med
Animals / Dogs	Pupils / Parents / Staff Injury / Illness / Death	<ul style="list-style-type: none"> <li>• How to act around unleashed dogs.</li> <li>• Safety talks to all visitors before any contact with animals.</li> <li>• The Centre teacher must supervise any contact with the animals.</li> <li>• Pregnant women should not come into contact with pregnant sheep / goats. It cannot be guaranteed that sheep / goats are not pregnant and so advice is for pregnant women to not visit the farm.</li> </ul>	<p>Refer to Codes of Practice and Farm Safety checklist.</p> <p>Site map available at Inset</p>	Yes	Low
Poisoning	Pupils / Parents / Staff Illness / Death	Safety talk on berries/fungi given before leaving centre.		Yes	Low
Insects	Pupils / Parents / Staff Illness / Death / Injury / Allergic Reaction	<ul style="list-style-type: none"> <li>• Care with insects and nettles</li> <li>• Visiting schools should provide relevant medical information for the Centre teacher.</li> <li>• Inhalers / medication etc to be carried during session and not left in the classroom.</li> <li>• First aid kit to be carried at all times.</li> </ul>	Provide medical information at planning meeting or on arrival at Centre	Yes	Low

*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**



Nottinghamshire  
County Council

**NUMBER BR4 Farm / Site Walk**  
(Including visit to sheep barns during lambing, Equestrian Centre etc)

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
Fencing (including electric)	Pupils / Parents / Staff Injury	<p><b>Electric fences</b> are marked where appropriate. Caution at foot bridge near control 2 of Orienteering Course in the Hall and Gardens. The electric fence continues along the surrounding ditch (called a Haha) around Brackenhurst Hall grounds. The electric fence also runs alongside the footpath walk to Equine and Animal Care Unit.</p> <ul style="list-style-type: none"> <li>• All visitors are advised to stay away from fences unless identified as safe.</li> <li>• Barbed wire fences should be avoided at all times.</li> <li>• Adults only to open heavy weighted kissing gates</li> </ul>	Assume electrified unless stated as otherwise	Yes	Low
Weather	Pupils / Parents / Staff Injury / Illness / Death	<ul style="list-style-type: none"> <li>• In high winds children should not be under and around our mature trees.</li> <li>• Centre teacher or visiting teacher to obtain daily forecast.</li> <li>• Appropriate clothing worn eg waterproofs, hat, gloves, sun cream. Some clothing available at centres ask for details.</li> </ul>		Yes	Low

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



Nottinghamshire  
County Council

### NUMBER BR4 Farm / Site Walk (Including visit to sheep barns during lambing, Equestrian Centre etc)

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
Livestock and handling animals	Pupils / Parents / Staff Injury / Illness / Death (including EColi 0157)	All visitors are to be quiet and calm and respect all animals on the farm Follow hygiene rules in DfES document 'Handbook for Group Leaders'. <ul style="list-style-type: none"> <li>• Avoid transmission of infection from hand to mouth.</li> <li>• Hand washing essential after any contact with animals and always before eating.</li> <li>• Use of hand gel at farm after petting prior to washing hands at toilet block.</li> <li>• Change or clean footwear before leaving site, wash hands.</li> <li>• Adult ratio for under-fives is 1:2.</li> <li>• Pregnant women to avoid contact with lambing ewes.</li> </ul>	Inset Training. Briefing of all staff and pupils.	Yes	Low / med
Unaware of codes of practice	Pupils / Parents / Staff Injury / Death	<b>Refer to 'Day Centres' Codes of Practice'</b> which all teachers are given and made aware of at INSET and other visiting adults at start of day to ensure best practice and awareness of all adults.	Could be laminated to prevent waste	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: <b>Simon Williams</b>	Date: June 2020
--	-----------------

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



### NUMBER BR5 Pond / Stream Dipping

.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
Falling In	Pupils / Staff / Parents Injury / Illness / Death (including Weil's disease etc)	<ul style="list-style-type: none"> <li>• Always dip on the platform: 10 children max.</li> <li>• Rails around platform.</li> <li>• Pupils should never enter the water.</li> <li>• Close adult supervision of small groups, 1:6.</li> <li>• Throw line / spare clothes taken to pond.</li> <li>• Safety talks to all visitors including hands away from faces.</li> <li>• Cover cuts and grazes with waterproof plaster or rubber glove.</li> <li>• First aid pack to be carried at all times.</li> <li>• Wash hands and equipment as soon as possible after activity. Use wet wipes on site if appropriate.</li> <li>• Avoid splashing.</li> </ul>	Inset training and Codes of Practice	Yes	Low
Wildlife	Pupils / Staff / Parents Injury / Death	Stay on the platform away from any wildlife.	On occasions conditions may be unsuitable	Yes	Low
Water conditions	Pupils / Staff / Parents Illness / Injury / Death	Water conditions to be assessed by Leader.		Yes	Low
Slip / Trip / Fall	Pupils / Staff / Parents Injury / Death	Suitable footwear/clothing to be worn.		Yes	Low
<b>Update</b>	<b>Pupils / Parents / Staff Injury / Illness</b>	<b>All equipment will be sanitised after each group and where possible left for the recommended 72h between different school groups</b>	<b>Cleaning will be carried out by Brack staff</b>	<b>Yes</b>	<b>Low / Med</b>
<b>Refer to BR4 Brackenhurst Farm Visit Risk Assessment &amp; 'Day Centres' Codes of Practice'</b>					

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 2020

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



### NUMBER BR6 Trailer Rides

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, 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
Falls / Scratches / Bumps	Pupils / Parents / Staff Injury / Death	<ul style="list-style-type: none"> <li>• New door and higher rail surround in place.</li> <li>• Adult supervision of group is essential.</li> <li>• Total numbers on trailer reduced.</li> <li>• All pupils, adults must be sitting down. No one is allowed to ride still standing.</li> <li>• Safety talks to all riding on the trailer.</li> <li>• Safety talks to all exiting the trailer.</li> <li>• Safety handrail now in place.</li> <li>• Foam padding covering all central support rails.</li> <li>• As trailer passes trees watch for long twigs inside trailer.</li> </ul>	New College guidelines instigated the change	Yes	Low
Weather	Pupils / Parents / Staff Illness / Injury / Death	<ul style="list-style-type: none"> <li>• Wind chill factor is increased on the trailer.</li> <li>• Trailer rides should not go ahead on very cold days.</li> </ul>	On occasion conditions may be unsuitable	Yes	Low
<b>Update</b>	<b>Pupils / Parents / Staff Injury / Illness</b>	<b>Due to new restrictions this activity is not being offered</b>		<b>Yes</b>	<b>Low</b>
<b>Refer to 'Day Centres' Codes of Practice'</b>					

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

Assessment carried out by: <b>Simon Williams</b>	Date: June 2020
--	-----------------

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



## NUMBER BR7 Field Studies

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
<b>Woodland Search</b>					
Insects	Pupils / Parents / Staff Illness / Injury / Death	<ul style="list-style-type: none"> <li>• First aid pack to be carried at all times.</li> <li>• Safety talks to all visitors about safe collection of minibeasts and correct use of equipment.</li> <li>• Appropriate adult supervision of small groups, suggest 1:6.</li> <li>• Children and adults must not leave designated areas.</li> <li>• Allergies, medical conditions to be pointed out by visiting teacher prior to activity commencing.</li> <li>• Safety talks to all visitors.</li> </ul>	Inset training and Codes of Practice	Yes	Low
Mushrooms / Berries	Pupils / Parents / Staff Illness / Poisoning / Death	No one to collect berries or mushrooms.		Yes	Low
Wildlife	Pupils / Parents / Staff Injury / Death	Stay away from any wildlife areas.		Yes	Low
Weather	Pupils / Parents / Staff Illness / Injury / Death	Centre teacher or visiting teacher to obtain daily forecast.	On occasion conditions may be unsuitable	Yes	Low
Cuts / Scratches	Pupils / Parents / Staff Infection / Illness / Injury	<ul style="list-style-type: none"> <li>• Wash hands and equipment as soon as possible after activity.</li> <li>• Use wet wipes on site if appropriate.</li> <li>• Cover open cuts and scratches with a waterproof plaster.</li> </ul>	Supervise younger children	Yes	Low
<b>Walk to Site</b>					
Trips / Falls / Bumps	Pupils / Parents / Staff Injury / Death	Suitable footwear/clothing to be worn.	Supervise younger children	Yes	Low
<b>See Generic RA 7 - Walks In Normal Country</b> <b>Refer to BR4 Brackenhurst Farm Visit Risk Assessment and 'Day Centres' Codes of Practice'</b>					

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 2020

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



### NUMBER BR8 Greenhouse Visit

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, 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 / Cut from glass	Pupils / Parents / Staff Injury / Death	<ul style="list-style-type: none"> <li>• Walking only in and around greenhouse.</li> <li>• Appropriate adult supervision.</li> <li>• Pupils to be well behaved and under control.</li> <li>• Appropriate safety talk before activity.</li> <li>• Limit numbers inside greenhouse area - maximum 15</li> <li>• Less inside a small greenhouse like the peach case, recommend group size &amp; supervision 1:6.</li> <li>• Suitable footwear to be worn.</li> </ul>	Refer to Codes of Practice	Yes	Low
Poisonous / Irritant Plants	Pupils / Parents / Staff Illness / Death	Visitors to be informed of hazardous plants by Centre teacher, greenhouse staff or clear signs.	These areas are to be avoided	Yes	Low
Hazardous Substances / Chemicals	Pupils / Parents / Staff Illness / Injury / Death	<ul style="list-style-type: none"> <li>• Visitors to be informed of chemical use by Centre teacher, greenhouse staff or clear signs.</li> <li>• Washing of hands after greenhouse/garden activities.</li> </ul>		Yes	Low
Weather	Pupils / Parents / Staff Illness / Injury / Death	Weather conditions (high winds) should be taken into consideration when visiting greenhouse area.		Yes	Low
<b>Refer to 'Days Centres Codes of Practice'</b>					

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 2020



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



## NUMBER BR9 Orienteering

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, 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"> <li>• Appropriate clothing for orienteering.</li> <li>• Appropriate adult supervision ratios; 1:6.</li> <li>• Appropriate safety talk before activity, to include fences, hygiene, boundaries etc.</li> <li>• Suitable footwear to be worn.</li> <li>• First aid pack / mobile phone to be carried at all times.</li> <li>• Watch for nettles in some orienteering control areas</li> <li>• Whistle to be carried for first aid purposes and to gather group.</li> </ul>	Wellingtons available for use at the centre	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"> <li>• Safety talks to all visitors including use of and cleaning appropriate footwear</li> <li>• Wash hands as soon as possible after activity.</li> </ul>		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"> <li>• Centre teacher or visiting teacher to obtain daily forecast, assess on going weather conditions.</li> <li>• Children should not go under or around our mature trees in high winds.</li> </ul>	On occasion, conditions may be unsuitable	Yes	Low
Electric Fencing	Pupils / Parents / Staff Injury / Death	<b>Electric fences</b> are marked where appropriate. Caution at foot bridge near control 2 of Orienteering Course in the Hall and Gardens. The electric fence continues along the surrounding ditch (called a Haha) around Brackenhurst Hall grounds.	Brief at Pre visits for teachers tell children at start of activity	Yes	Low

*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 BR9 Orienteering

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, 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
Pond / Open Water hazards	Pupils / Parents / Staff Illness / Injury /Death	<ul style="list-style-type: none"> <li>• Large pond in hall grounds and 3 small fish ponds (2 in sunken garden adj. to Orangery; 1 in rose garden)</li> <li>• Orienteering routes are around the pond and may cross the bridge.</li> <li>• Children shouldn't need to go near the 3 fish ponds.</li> <li>• Brief at Pre visits for teachers</li> <li>• Tell Staff, other adults, children at start of activity to avoid water, especially when covered in green weeds</li> </ul>	Brief at Pre visits for teachers tell children at start of activity	Yes	Low
<b>Update</b>	<b>Pupils / Parents / Staff Injury / Illness</b>	<b>All maps will be laminated so they can be sanitised between groups and duplicate sets produced so they can be rotated with groups if needed</b>		<b>Yes</b>	<b>Low</b>
<b>See Generic RA 20 - School Led Group to Organised Orienteering Event</b> <b>Refer to BR4 Brackenhurst Farm Visit Risk Assessment and 'Day Centres' Codes of Practice'</b>					

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

Assessment carried out by: <b>Simon Williams</b>	Date: June 2020
--	-----------------

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



### NUMBER BR10 Outdoor and Adventurous Activities

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, individual needs, 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
<b>Team Challenges</b>					
Slip / Trip / Fall / Bump	Pupils / Parents / Staff Injury / Illness / Death	<ul style="list-style-type: none"> <li>• Appropriate clothing and footwear for the activity.</li> <li>• Appropriate adult supervision ratio, suggest 1:6.</li> <li>• Children are well supervised and under control.</li> <li>• Pupils, staff, adults have understood objectives and are working safely.</li> <li>• Demonstrate lifting and carrying techniques, with objects and other people.</li> <li>• First aid pack to be carried at all times.</li> <li>• Suitable clothing – see Intro to Day Centres booklet.</li> </ul>	<p>Inset training and Codes of practice.</p> <p>Visiting teachers need to be aware of risks and choose activities according to age and ability of children.</p>	Yes	Low
Asthma	Pupils / Parents / Staff Illness / Death	Inhalers to be carried and not left in classroom.		Yes	Low
<b>Sensory / Blindfold Games</b>					
Slip / Trip / Fall / Bump	Pupils / Parents / Staff Injury / Illness / Death	<ul style="list-style-type: none"> <li>• Suitable clothing see Intro to Day Centres booklet.</li> <li>• Wash hands as soon as possible after activity.</li> <li>• Adequate supervision to allow one adult per group.</li> <li>• Teacher gives safety talk before starting activity.</li> <li>• Use of appropriate area. Check for hazards before starting.</li> <li>• Remove glasses before wearing blindfold.</li> </ul>	<p>Inset training and Codes of practice.</p> <p>Visiting teachers need to be aware of risks and choose activities according to age and ability of children.</p>	Yes	Low
Weather	Pupils / Parents / Staff Injury / Illness / Death	Centre teacher or visiting teacher to obtain daily forecast.	On occasion, conditions may be unsuitable	Yes	Low
<b>Update</b>	<b>Pupils / Parents / Staff Injury / Illness</b>	<b>Due to new restrictions Blindfolds will not be used until further notice</b>		<b>Yes</b>	<b>Low</b>
<b>See Generic RA 14 - Outdoor Problem Solving Refer to 'Days Centres' Codes of Practice'</b>					

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

*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 BR10 Outdoor and Adventurous Activities**



Assessment carried out by: **Simon Williams**

Date: June 2020

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

### NUMBER BR11 Working in the Centre



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, 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
Fire	Pupils / Parents / Staff Injury / Illness / Death	<ul style="list-style-type: none"> <li>• Only fight fires if small enough and use the correct extinguisher.</li> <li>• Dial 9 – 999 and evacuate the building or evacuate and Dial 999 from the mobile.</li> <li>• Assemble at appropriate points.</li> <li>• Do not re-enter the building until told it is safe to do so be the emergency services.</li> <li>• Carry out regular fire drills.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff fire awareness required.</li> <li>• List of all on site must be brought by schools.</li> <li>• Signs fitted to exits.</li> <li>• Windows open to allow use as an exit.</li> </ul>	Yes	Low
Electrical Equipment	Pupils / Parents / Staff Injury / Illness / Death	<ul style="list-style-type: none"> <li>• Shown how to use equipment including RCDs .</li> <li>• PAT testing carried out each year.</li> <li>• Ongoing visual checks.</li> <li>• Electrical items not used near water.</li> </ul>	<p>Each group visit only for a day.</p> <p>Need regular updates.</p>	Yes	Low
Hot Liquids	Pupils / Parents / Staff Injury / Death	<ul style="list-style-type: none"> <li>• Hot drinks must not be passed around over the children.</li> <li>• COSHH substances stored appropriately.</li> <li>• First aid kits available.</li> <li>• Pupils not allowed in kitchen area.</li> </ul>		Yes	Low
Finger Traps	Pupils / Parents / Staff Injury	<ul style="list-style-type: none"> <li>• Finger guards fitted to doors where pupils have access.</li> <li>• Scissors are not pointed.</li> <li>• Furniture checked regularly.</li> </ul>		Yes	Low
Tools	Pupils / Parents / Staff Injury	<ul style="list-style-type: none"> <li>• Tools stored in locked areas.</li> <li>• Glue guns to be used by adults only.</li> <li>• First aid kits available.</li> </ul>		Yes	Low
Floors	Pupils / Parents / Staff Injury	<ul style="list-style-type: none"> <li>• Floor well maintained and non-slip cleaning materials used.</li> <li>• When floors are wet 'wet floor' sign used.</li> <li>• Spills wiped up immediately.</li> </ul>		Yes	Low

*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 BR11 Working in the Centre

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, 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
Intruders	Pupils / Parents / Staff Injury / Death	<ul style="list-style-type: none"> <li>• All doors locked when visitors on site.</li> <li>• No child to be left alone anywhere at any time.</li> </ul>		Yes	Low
<b>Update</b>	<b>Pupils / Parents / Staff Injury / Illness</b>	<b>While working in the centre hands will be washed regular and sanitiser used, 'touch' areas cleaned regular</b>	<b>Staff will carry out the cleaning of 'touch' areas</b>	<b>Yes</b>	<b>Low</b>
<b>Refer to 'Day Centres' Codes of Practice'</b>					

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

Assessment carried out by: <b>Simon Williams</b>	Date: June 2020
--	-----------------

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



**NUMBER BR12 Visit to Anderson Shelter  
(part of Evacuee Day)**

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 applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Slips / Trips / Falls / Bumps	Pupils / Staff / Parents Injury	<ul style="list-style-type: none"> <li>• Ensure staff familiar with shelter and attended appropriate INSET.</li> <li>• Pupils well behaved and under control.</li> <li>• Appropriate safety talk.</li> <li>• Limit numbers 8 maximum inside shelter.</li> <li>• Suitable footwear to be worn.</li> <li>• Watch your head / back when entering the shelter as the opening is quite small</li> </ul>	Refer to Codes of Practice	Yes	Low
<b>Update</b>	<b>Pupils / Staff / Parents / illness</b>	<b>Due to new restrictions this activity is not being offered due to the restricted space inside.</b>		<b>Yes</b>	<b>Low</b>
<b>Refer to 'Day Centres Codes of Practice'</b>					

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

Assessment carried out by: <b>Simon Williams</b> 	Date: June 2020
---	-----------------

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



## NUMBER BR13 Christmas Nativity

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, 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
Traffic	Pupils / Staff / Parents Injury / Death	<ul style="list-style-type: none"> <li>• Ensure staff familiar with site and route and have attended the appropriate Inset training.</li> <li>• Appropriate adult supervision as specified in guidelines.</li> <li>• It is advisable for the children to wear Fluorescent vests or bands and suitable warm durable foot wear.</li> </ul>	Refer to Codes of Practice and Farm Safety checklist	Yes	Low
Handling Animals (especially Sheep / Donkey)	Pupils / Staff / Parents Illness (including EColi 0157) / Injury / Death	<ul style="list-style-type: none"> <li>• Pupils to be well behaved and under control.</li> <li>• Contact/handling is only permitted if supervised by Centre teacher.</li> <li>• Safety talks to all visitors before any contact with animals.</li> <li>• First Aid pack to be carried.</li> <li>• Follow hygiene rules in DfES document 'Handbook for Group Leaders'.</li> <li>• Avoid transmission of infection from hand to mouth.</li> <li>• Hand washing essential after any contact with animals and always before eating.</li> <li>• Use of hand gel at farm after petting prior to washing hands at toilet block.</li> <li>• Change or clean footwear before leaving site, wash hands.</li> <li>• Adult ratio for under-fives is 1:2.</li> <li>• Pregnant women to avoid contact with lambing ewes.</li> <li>• Visiting schools should provide relevant medical information for the Centre teacher.</li> <li>• Inhalers / medication etc to be carried during the session and not left in the classroom.</li> </ul>	Inset Training briefing of all staff and pupils	Yes	Low / Med
Update	Pupils / Staff / Parents / illness	<b>Due to new restrictions this activity is not being offered at this Centre, this will be reviewed 2021</b>		Yes	Low

*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 BR13 Christmas Nativity**

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, 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
<b>Refer to BR4 Brackenhurst Farm Visit / BR1 Animal Care Unit Risk Assessments and 'Day Centres' Codes of Practice'</b>					

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

Assessment carried out by: <b>Simon Williams</b> 	Date: June 2020
--	-----------------

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



## NUMBER BR14 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, 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
Shelter Building	Pupils / Staff / Parents Injury / Illness / Death	<ul style="list-style-type: none"> <li>• First Aid kit carried.</li> <li>• Medication / asthma inhalers, sun cream where needed.</li> <li>• Full body cover at all times, old clothes, long sleeves and trousers, suitable footwear.</li> <li>• No one to be inside shelter when being demolished.</li> <li>• Adult supervision to ensure safe construction – consider size and weight of materials used i.e. not too long – one person on each end.</li> <li>• Test shelter before anyone inside.</li> <li>• Size of shelters should be appropriate to age of pupils.</li> </ul>	Inset training and Codes of Practice	Yes	Low / Med
Walking to and from Millennium Wood.	Pupils / Staff / Parents Injury / Illness / Death	<ul style="list-style-type: none"> <li>• Staff / adults pupils to be aware that along inner perimeter (opposite to road side of Millennium Wood) there is an electric fence.</li> <li>• Take care walking through rose garden and use access gap to avoid road walking.</li> </ul>	Teacher awareness of risks essential	Yes	Low
Bracken	Pupils / Staff / Parents Illness / Injury / Death	<ul style="list-style-type: none"> <li>• Gloves should be worn, especially when pulling up bracken.</li> <li>• Wash hands thoroughly afterwards</li> </ul>		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"> <li>• Safety talk before start of activity.</li> <li>• Pupils shown correct way to lift.</li> <li>• Pupils should not lift heavy items.</li> </ul>		Yes	Low
Getting Lost	Pupils / Staff / Parents Injury / Abduction / Death	<ul style="list-style-type: none"> <li>• Account for all pupils at all times.</li> <li>• Closely – supervised small groups.</li> <li>• Define area to be used, to pupils.</li> </ul>		Yes	Low

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



### NUMBER BR14 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, 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
Weather	Pupils / Staff / Parents Illness / Injury / Death	<ul style="list-style-type: none"> <li>• Consider weather conditions eg high winds / thunder storms etc.</li> <li>• Medication / asthma inhalers / sun cream where needed.</li> </ul>	Get up-to-date forecast for day	Yes	Low
<b>Update</b>	<b>Pupils / Staff / Parents / illness</b>	<b>Due to new restrictions Brackenhurst will not offer gloves out to children, they will need to bring their own with them.</b>		<b>Yes</b>	<b>Low</b>

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

Assessment carried out by: <b>Simon Williams</b>		Date: June 2020
--	--	-----------------

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



### NUMBER BR15 Forest School / Off Site Forest School / Stone Age Day

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, 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
Shelter Building	Pupils / Staff / Parents Injury / Illness / Death	<ul style="list-style-type: none"> <li>• First Aid kit carried.</li> <li>• Medication / asthma inhalers, sun cream where needed.</li> <li>• Full body cover at all times, old clothes, long sleeves and trousers, suitable footwear.</li> <li>• No one to be inside shelter when being demolished.</li> <li>• Adult supervision to ensure safe construction – consider size and weight of materials used i.e. not too long – one person on each end.</li> <li>• Test shelter before anyone inside.</li> <li>• Size of shelters should be appropriate to age of pupils.</li> </ul>	Inset training and Codes of Practice	Yes	Low / Med
Walking to and from Millennium Wood.	Pupils / Staff / Parents Injury / Illness / Death	<ul style="list-style-type: none"> <li>• Staff / adults pupils to be aware that along inner perimeter (opposite to road side of Millennium Wood) there is an electric fence.</li> <li>• Take care walking through rose garden and use access gap to avoid road walking.</li> </ul>	Teacher awareness of risks essential	Yes	Low
Bracken	Pupils / Staff / Parents Illness / Injury / Death	<ul style="list-style-type: none"> <li>• Gloves should be worn, especially when pulling up bracken.</li> <li>• Wash hands thoroughly afterwards</li> </ul>		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"> <li>• Safety talk before start of activity.</li> <li>• Pupils shown correct way to lift.</li> <li>• Pupils should not lift heavy items.</li> </ul>		Yes	Low
Getting Lost	Pupils / Staff / Parents Injury / Abduction / Death	<ul style="list-style-type: none"> <li>• Account for all pupils at all times.</li> <li>• Closely – supervised small groups.</li> <li>• Define area to be used, to pupils.</li> </ul>		Yes	Low

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



### NUMBER BR15 Forest School / Off Site Forest School / Stone Age Day

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, 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
Weather	Pupils / Staff / Parents Illness / Injury / Death	<ul style="list-style-type: none"> <li>• Consider weather conditions eg high winds / thunder storms etc.</li> <li>• Medication / asthma inhalers / sun cream where needed.</li> </ul>	Get up-to-date forecast for day	Yes	Low
Hot liquids/heating milk/ moving with hot drinks	Pupils / Staff / Parents Spills and scalds, food allergies	<ul style="list-style-type: none"> <li>• Pupils to be well behaved and under control.</li> <li>• Safety talks to all visitors before giving out hot drinks. Cover how to handle cups, not moving around the classroom with drinks.</li> <li>• First Aid pack to be on hand for spills or accidents.</li> <li>• Follow hygiene rules in DfES document 'Handbook for Group Leaders'.</li> <li>• Wash hands before consuming hot chocolate or any consumables.</li> <li>• Adults ONLY to carry hot chocolate to pupils. Pupils must be sat down with hot drinks.</li> <li>• Adults to check temperature of chocolate before serving.</li> <li>• Correct Adult ratio to children.</li> <li>• 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.</li> </ul>	Pre-visit carried out before visit, Training/ 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"> <li>• Groups supervised correctly by centre tutor, forest school staff / helpers in correct ratios.</li> <li>• Clear instructions given to all participants.</li> <li>• PPE to be worn.</li> <li>• Charged mobile phone on site.</li> <li>• First Aid kit on site.</li> <li>• FS leader to have current First Aid Certificate.</li> <li>• Tool talk.</li> </ul>	Teacher awareness of risks essential.  Safety brief prior to activity.	Yes	Med

*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 BR15 Forest School / Off Site Forest School / Stone Age Day

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, 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
Activities using Rope	All participants Injury / Death	<ul style="list-style-type: none"> <li>• Gloves to be worn if activity involves pulling on heavy rope.</li> <li>• To be closely supervised if doing 'tug of war' style game.</li> <li>• If possible use light coloured string or rope.</li> <li>• 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.</li> <li>• 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.</li> <li>• Leader to carry knife for cutting rope at all times.</li> </ul>		Yes	Low
General safety during off site FS Session	Pupils / Staff / Parents Injury / Illness / Death	<ul style="list-style-type: none"> <li>• Carry out site recce prior to FS Session discussing arrangements with member of staff.</li> <li>• Check weather forecast</li> <li>• First Aid kit carried. FS Safety bag on site includes burns kit.</li> <li>• Medication / asthma inhalers, sun cream where needed.</li> <li>• Full body cover, at all times, old clothes, long sleeves and trousers, suitable footwear.</li> <li>• Waterproof trousers and jacket advised if inclement weather forecast</li> <li>• Trip hazards are increased if running on site</li> </ul>	Inset training and Codes of Practice	Yes	Low / Med
<b>Update</b>	<b>Pupils / Staff / Parents / illness</b>	<b>All equipment used during these sessions will be sanitised and where possible left for the recommended 72h before being used by another group. Extra hand sanitiser will be used throughout the sessions.</b>		<b>Yes</b>	<b>Low / Med</b>

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

*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 BR15 Forest School / Off Site Forest School / Stone Age Day**



Assessment carried out by: **Simon Williams**



Date: June 2020

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



### NUMBER BR16 Science Day (Air / Water Rockets)

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, 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
Flying Rockets	Staff / Pupils / Parents / Other adults Injury	<ul style="list-style-type: none"> <li>• Safety talk before start of activity.</li> <li>• First Aid kit carried.</li> <li>• No-one in front of ramp during launches of rockets.</li> <li>• Cones mark off safe zone and 'danger area'.</li> <li>• Watch for other site users walking across danger area.</li> <li>• Full body cover at all times, old clothes, long sleeves and trousers, suitable footwear.</li> <li>• Medication / asthma inhalers, sun cream where needed.</li> <li>• Wash hands thoroughly afterwards.</li> <li>• Closely – supervised small groups.</li> <li>• Define area to be used, to pupils.</li> </ul>	Intro safety talk.  Teacher awareness of risks essential	Yes	Low / Med
Weather	Pupils / Staff / Parents Illness / Injury / Death	<ul style="list-style-type: none"> <li>• Consider weather conditions eg high winds / thunder storms etc.</li> <li>• Medication / asthma inhalers / sun cream where needed.</li> </ul>	Get up-to-date forecast for day	Yes	Low
<b>Update</b>	<b>Pupils / Staff / Parents / illness</b>	<b>Due to new restrictions this activity will only be offered in School as a SOLA day.</b>	<b>Refer to SOLA Rocket Science day RA</b>	<b>Yes</b>	<b>Low</b>
<b>Refer to 'Day Centres' Codes of Practice'</b>					

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

Assessment carried out by: <b>Simon Williams</b>	Date: June 2020
--	-----------------



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



### NUMBER BR17 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, 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
Fire	Pupils / Staff Burns / Injury / Death	<ul style="list-style-type: none"> <li>• On arrival, tutor must seat the group in a carefully controlled manner.</li> <li>• Tutors should ensure that the campfire is lit prior to the group arriving.</li> <li>• Group must be positioned a safe distance away and briefed to stay at a designated distance from the fire.</li> <li>• Group must remain seated at all times throughout the campfire, and tutor to remain vigilant at all times</li> </ul>	<p>Teacher awareness of risks essential.</p> <p>Safety brief prior to activity.</p>	Yes	Low
Extinguishing the fire	Pupils / Staff Injury	<ul style="list-style-type: none"> <li>• Tutors must ensure that group are a safe distance away before attempting to put out the fire.</li> <li>• The fire should be extinguished until all the embers have stopped glowing.</li> </ul>		Yes	Low
Fire getting out of control	Pupils / Staff Injury / Death	<ul style="list-style-type: none"> <li>• Any spare wood should remain a safe distance away from the fire.</li> <li>• A bucket of water should always be at the activity area to put the fire out when needed.</li> <li>• Campfire activity must be carried out in designated Area</li> </ul>		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 2020

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



**NUMBER BR17 COVID-19**

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
Covid 19	Pupils / Staff / Parents Illness	<ul style="list-style-type: none"> <li>• Brief everyone prior to session about keeping safe due to covid 19 during session.</li> <li>• Maintain 2m social isolation where possible.</li> <li>• Work in smaller groups to reduce possibility of being too close.</li> <li>• Cough / sneeze into tissue or elbow.</li> <li>• Sanitiser to be used before and after session and regularly during.</li> <li>• Where possible to work individually on tasks in FS. If not maintain 2m isolation distance.</li> <li>• 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.</li> <li>• If a child begins to show symptoms whilst at Brackenhurst then he/she can be isolated from the rest of the group in the 2<sup>nd</sup> classroom as this room is not being booked at present. The child can wait there while parent / carers are contacted to arrange collection. The room will be sanitised once the child has been collected</li> </ul>	Teacher awareness of risks essential	Yes	Low / med

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



### NUMBER BR17 COVID-19

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, 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
Contracting Covid-19	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> <li>• Risk Assessment shared with all staff</li> <li>• NCC signage in place, sign in sheets in use, QR code posted and digital thermometer in use.</li> <li>• Sanitiser and hand washing facilities in several locations. IT equipment cleaned and restricted use. Emergency procedures reviewed and in place.</li> <li>• Class room usage alternated.</li> <li>• Enhanced cleaning regime in place including spot cleaning of contact points.</li> </ul>	Inset Training and see Codes of Practice	Yes	Low / Med
	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> <li>• Make it clear to staff, visiting groups and contractors that nobody who has been diagnosed with, or in close contact with anyone known to have contracted COVID-19 within the last 14 days should attend site.</li> <li>• Staff must follow Interim COVID-19 Social Distancing Considerations</li> </ul>		Yes	Low / Med
	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> <li>• Advise staff, visiting groups and contractors that nobody with a cough, breathing difficulties or flu-symptoms should attend the site.</li> </ul>		Yes	Low / Med
	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> <li>• Soap and water and hand-sanitiser is available in kitchen for Notts Outdoors staff, in toilet areas for visiting staff and children</li> <li>• Hand tissues for drying hands, NOT HAND TOWELS</li> </ul>		Yes	Low / Med

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



### NUMBER BR17 COVID-19

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, 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
Particular control measures for cleaning staff	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> <li>• Remind group at the start of the visit of the importance of good hand hygiene and washing hands or using hand sanitiser gel through the day</li> <li>• Wash hands at start of visit, after using the toilet, after breaks and activities, before food preparation, before eating any food, before leaving</li> <li>• Importance of avoiding touching eyes, nose and mouth with unwashed hands</li> <li>• Catch your cough or sneeze in a tissue, dispose of properly in a bin and wash hands</li> <li>• Posters up around the centre</li> <li>• Remind group members to tell a member of staff if they feel unwell.</li> <li>• Adhere to 2 meter distancing where possible</li> </ul>		Yes	Low / Med
	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> <li>• Gloves are available. And will be disposed of after use.</li> <li>• PPE as noted in NCC guidance and Public Health England latest guidance</li> <li>• Recommended cleaning products</li> <li>• Discuss any concerns with Head of Centre.</li> </ul>		Yes	Low / Med
Group size	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> <li>• No more than one class at Brackenhurst until restrictions have been lifted</li> </ul>		Yes	Low / Med

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



**NUMBER BR17 COVID-19**

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 2020