

RISK ASSESSMENT FOR EDUCATIONAL VISITS TO COPSEGROVE FARM – REVIEWED AND UPDATED BY KATE BANKES –Summer 2022

POTENTIAL HAZARD	RISK	RISK RATING	MANAGEMENT CONTROL MEASURES
GENERAL			
Vehicles-			
1) Vehicles dropping off children at farm entrance	Collision with car	LOW	Teachers' information pack outlines location for cars to drop off children at intersection between Back lane and lane leading to Copsegrove Farm. Children to be met by Kate Bankes / another designated adult, and led to the safety of the farm welcome area. Children directed to sit down at log circle and supervised by an adult until party is complete.
2) Vehicles parking for the day in Farm welcome area	Collision with vehicles parking	LOW	Kate to meet minibuses / vehicles entering farm welcome area at gate and direct to safe and appropriate parking location. Kate to assist children leaving cars and minibuses, and to direct them to the log circle.

<p>3) Vehicles encountered during route walked from Coach drop off location opposite The Bear Inn, to the farm entrance, and the return journey.</p>	<p>Collision</p>	<p>LOW Back lane is a short stretch of quiet country lane, with very little traffic.</p>	<p>Kate to meet Coach on arrival opposite the Bear Inn in Bisley, and assist children and adults exiting coach. Children instructed to line up against wall on pavement for a quick safety brief. Children encouraged to keep alert during walk to farm, walk on right hand side of road facing traffic, and to stop, stand still at side of the road and allow vehicle to pass. Children / school staff to wear hi vis jackets according to school's own safety policy on roads if appropriate. Adults to be spaced evenly through party. Kate to lead party, another adult to be at the rear. During road crossing, adults to stop traffic from both directions, Kate to lead children. Adult at rear.</p>
<p>4) Farm Vehicles and any other vehicles encountered during short</p>	<p>Collisions</p>	<p>LOW Minimal farm traffic and</p>	<p>Children encouraged to keep alert during walk to farm. Children instructed to stand at one side of the road and allow vehicle to pass by in the unlikely event of</p>

stretch of lane from farm entrance to wood		other traffic along route	them encountering a vehicle. Children to walk in their teams, with their adult.
WEATHER	Hypothermia in very cold / very wet wet weather. Sunstroke / Heat stroke in very Hot weather	LOW	Teachers briefed during initial meeting and discussions with Kate about appropriate clothing and equipment for trip (as also outlined in Teachers' information pack in website). Warm layers, long sleeves, long trousers, and full waterproofs advised. Sunhats, sun creams, and water bottles also advised.
SEPARATION FROM CLASS/ TEAM	Getting lost	LOW	During journeys to and from wood: Party to remain together during journey with Kate leading and adult at rear. Children to walk in their allocated teams with their adult supervising. During time in the wood: Obvious fenced Boundaries in woods, gates secured. Other boundaries clearly marked with tape. Children briefed

			<p>during safety brief on arrival in the woods on not crossing any boundaries, staying away from fences and not climbing gates.</p> <p>During activities when boundaries are crossed, Kate or another designated adult will accompany children. Gates to be left closed during such occasions.</p> <p>Whilst working in the woods, Children must be in close proximity to their team mates, and to their supervising adult.</p> <p>Children briefed on remaining in sight of their team and adult during safety brief.</p>
ILL HEALTH DURING DAY	Developing Sickness/ fever / feeling poorly during visit.	LOW	<p>Children as we know, do sometimes fall ill through the school day!</p> <p>Teachers' information pack advises that all children should be in good health when visiting the farm. If a child has been off with sickness, it is strongly advised that parents adhere to the 48 hour at home rule, despite not wanting their child to "miss out" on a trip.</p>

			<p>carrying on with activities depending on nature of illness. Should condition deteriorate to a point where child needs to leave woods, parents to be contacted, and child to be taken to farm entrance to meet parent with Kate and another adult in farm vehicle at a suitable point in the day. Class teacher to supervise children in woods in Kate's short absence.</p>
IN WOODLAND			
HAZARDS ON FOREST FLOOR	SLIPS TRIPS AND FALLS	LOW	<p>Children warned to look out for dead branches, exposed tree roots, stones, animal holes, slippery banks etc, especially in wet weather during initial safety brief.</p> <p>Any significant hazards will be taped off. Teachers' information pack advises children to be briefed prior to visit about appropriate footwear (wellies / walking boots / hard wearing trainers, and long sleeved hard wearing tops and full length trousers.</p>

			<p>Full first aid kit provided, and kept at Baes Camp. All first aiders to know its' location.</p> <p>Cuts and grazes- wounds can be cleaned and plasters applied by first aiders.</p> <p>*Please see note on TETANUS below.</p>
LOW LYING BRANCHES	Injuries to faces / eyes	LOW	<p>Children warned about dangers of low lying branches on entry in to the wood and also during safety brief, and to watch out for these particularly in the LAURELS.</p> <p>Sterile eye Wash Vials available for use at Base Camp if a child gets something in their eye.</p>
FALLING BRANCHES	Injuries	LOW	<p>Woodland monitored at regular intervals through the year by our tree surgeon, and also Kate and Martin Bankes.</p> <p>Dangerous looking dead branches in trees identified and tree surgery work completed prior to visits.</p> <p>Any identified areas after a storm which are deemed unsafe, to be taped off.</p>

			<p>TRIPS TO BE CANCELLED AND REARRANGED IN THE EVENT OF VERY ADVERSE WINDY / WET WEATHER THAT WOULD INCREASE THE RISK OF FALLING BRANCHES.</p> <p>During DEN DISMANTLING, children encouraged to dismantle den from outside layers in (like unwrapping a present or peeling an onion), and making sure no one is inside the den whilst it is being dismantled.</p> <p>First aid kit by Base Camp, and location known by all first aiders.</p>
MOVING BRANCHES eg DEN BUILDING	Injuries	LOW	Children encouraged during safety brief to drag branches around wood, with one hand on one end and the other on the ground. "If it's bigger than you, it's gonna take 2" rule.
ANIMALS			
WASPS AND BEES	Stings	LOW	Close inspection of the woodland to be regularly carried out for nests. Nests to

			<p>be removed where possible, and otherwise taped off and children alerted to their whereabouts during safety brief. Teachers information pack advises prior knowledge of allergies to wasp / bee stings to be obtained, and in addition, prior permission from parents for staff to administer anthisan cream or PIRITON syrup medication in the event of a sting if those are the parents' wishes.</p> <p>IN THE EVENT OF A STING: Children encouraged to tell their supervising adult if they get stung. Adult to immediately remove all children from the area, and report to Kate Bankes immediately. Kate Bankes to then tape off area. First aider to administer cold compress to site of sting, and give medication if parents have given their permission.</p> <p>Cold packs kept at Base Camp. Child's condition then closely monitored by designated adult. Should their condition deteriorate, either contact</p>
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			parents / seek further medical assistance – SEE” IN CASE OF EMERGENCY DOCUMENT”.
ANIMAL POO – deer/ badger / Fox / rabbit	Bacterial gut infections	LOW	Children briefed about keeping their hands away from their faces during safety brief. Regular hand washing throughout day after each activity, and especially before snacks and lunchtime.
CATTLE ON FARM	Injuries from surrounding fence Those children walking in to farm from TOADSMOOR Will potentially walk through a field with some cattle in it grazing, so cattle might move closer through curiosity.	LOW LOW	Children asked to step back from fence. Kate Bankes to meet school at Stile entering the farm from Toadsmoor. Martin Bankes to feed cattle well away from the stile earlier in the day. Kate Bankes to warn children about cows, and to advise quiet calm sensible walking and behaviour whilst walking through the field. Party to stay close together. Should cattle come closer, Kate Bankes to move them away.

VISIT TO SEE CATTLE YARD	INFECTION	LOW	Children advised to keep hands away from faces. Anti bac gel applied on leaving yard. Hand washing in warm soapy water on return to woods.
VISIT TO SEE PIGS	Injuries from surrounding fence	LOW	Children asked to step back from the fence. Inside Electric foot fence to be turned off prior to visit if children are going to feed pigs.
POND DIPPING			Please see separate risk assessment.
PLANTS			
PRICKLY – THISTLES/ BRAMBLES / HOLLY	Getting pricked.	LOW	Teachers' information pack advises children to be suitably dressed in hard wearing LONG sleeved tops and FULL length trousers, with sturdy footwear. A pair of gardening gloves is useful for certain activities – Kate will advise. First aid Kit at Base Camp, location known by all first aiders.
STINGING (Nettles)	Stings	LOW	Children warned to keep away from nettles.

			In the event of a nettle sting, antihisn cream can be administered if parental permission has been given.
POISONOUS – HOG WEED, VARIOUS BERRIED PLANTS/ MUSHROOMS AND FUNGI/	Skin burns from hog weed / severe stomach upsets.	LOW	Children warned in initial safety brief of no picking anything (NO PICK NO LICK)/ and keeping hands away from faces. Regular handwashing throughout day, especially before snack time and lunch time. Areas of Giant Hogweed near paths removed.
FIRE			
SITTING AT BASE CAMP	BURNS	LOW	Fire to be contained within a log bound Fire pit. Fire lit before children arrive in the woods. Fire lighting equipment secure and out of the way in sealed box. Children to be sitting at least 2m away from fire pit on solid wooden tree trunk seats. Children asked to keep bags and possessions outside of the circle behind them so no trip hazards.

			<p>Safe ways of arriving at and leaving circle discussed with children during safety brief. Safe behaviour at base camp also discussed.</p> <p>Water / Fire blanket / first aid kit all located at Base camp within easy reach.</p>
COOKING	BURNS FROM FIRE / HOT FOOD	LOW	<p>Fire maintained at a suitable size for cooking safely on. Fire lit and carefully positioned at start of day so that children do not need to lean too far in to the fire pit to reach fire for cooking.</p> <p>Demonstration of safe cooking given by Kate Bankes before cooking commences on knees, up wind of smoke, what to do if food catches on fire, how to cool food down before eating it).</p> <p>Small groups, a team at a time, asked to come to the fire pit. Cooking supervised closely by Kate and adult linked to team. Childrens' movement to and from the fire as teams rotate is closely monitored and controlled.</p>

			<p>Long hair must be tied back. Dangling scarves / other items of clothing must be removed.</p> <p>Cling film part of First aid Kit for any burns.</p> <p>First aid Kit at Base Camp and location known by all first aiders.</p>
BASIC FIRELIGHTING ACTIVITY			SEE SEPARATE RISK ASSESSMENT
INJURIES RELATED TO INAPPROPRIATE BEHAVIOUR	Falls through running / climbing etc	LOW	<p>Children to be given a full safety brief at the start of the day on arrival in the wood outlining appropriate behaviours. Staff asked to please reinforce this all day.</p> <p>(Boundaries / entering and exiting circle, no running, feet stay on ground, eyes open, hands away from faces, handwashing. no pick, protect not destroy , whistle to return to base camp)</p>

RARE MEDICAL ACCIDENTS AND EMERGENCIES			PLEASE SEE “IN EVENT OF EMERGENCY” document for protocol to follow. All adults to have seen a copy of this document and be familiar with its contents.
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- **Tetanus a serious but rare condition caused by bacteria , Clostridium tetani, getting in to a wound. The bacteria live in soil, saliva, dust and manure. It is possible that the children might be exposed to it during any activity outdoors. A tetanus vaccination is given by the NHS as part of the childhood vaccination programme so most children will be covered. However, if parents have opted out of the standard childhood vaccinations for any reason, then these children would not be protected from infection. Please inform Kate of any child that has not had standard vaccinations.**