RISK ASSESSMENT FOR:		
Establishment: Thomas Bullock CE Primary and Lyng CE Primary	**Assessment by:** Gaenor Dutson	**Date: 02/12/2025**
1st Review Date Due : **02/12/2026**	**Headteacher Approval:** **Shannon O'Sullivan**	**Date: 02/12/2025**

Diocese of Norwich Education and Academies Trust

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures *Y/N/NA*	
				In Place	Adequate
Children with allergies, medical conditions or new fracture casts	Those with the conditions	Reactions to woodland items; damaging casts or recently healed limbs	Office/class teacher and TA to inform GD prior to class session. Any allergy kits to be brought with TA. Children with casts/recent breaks to be limited on activities they are allowed to participate in.	Y	Y
Dead branches	Anyone underneath	Dropping dead wood	Regular assessment of trees by Business Manager and checks by GD and Trust tree surgeons. Visual inspection before each session. Any dangerous branches identified to be cordoned off and reported immediately.	Y	Y

Pond	Everyone using the area, particularly non-swimmers and those with mobility needs	**Primary risks:** • Drowning if fallen into water • Hypothermia from cold water immersion • Swallowing contaminated water leading to illness • Slipping on wet/muddy banks • Weil's disease from rat urine in water • Entrapment in mud at pond bottom **Secondary risks:** • Panic response if someone falls in • Injury from attempting rescue without proper procedure	• Check pond edge stability • Identify current water depth and mud depth • Note weather conditions (ice, recent rain affecting banks) • Ensure rescue equipment is present and accessible (throw line/rope, reaching pole) • First aid kit available • Mobile phone for emergency calls **During sessions:** • **Supervision ratio:** 2+ adults when activities near pond (within 3m) • All children and adults briefed on pond safety rules at start of EVERY session • **Pond safety rules taught and enforced:** - No running near pond - 3-point stance when near water (2 feet, 1 hand or 2 hands, 1 foot always in contact with ground) - Stay minimum 1m from edge unless supervised activity - Never lean over water - If someone falls in, DO NOT jump in - alert adult immediately • Children to be positioned so adult can see all children and pond simultaneously • Designated 'pond supervisor' when activities involve pond • Pond activities only in good weather (no ice, no heavy rain) • Children to wear appropriate footwear (wellies or sturdy shoes, no sandals/crocs) • Long sleeves and trousers recommended • Any child showing unsafe behaviour near pond to be moved away from area • Regular head counts	Y Ongoing	Y

			Pond activities (pond dipping, observation): • Children to work in pairs with one adult per 6 children maximum • Kneeling or sitting position only when at pond edge • Pond dipping nets to be appropriate length • Buckets/trays for specimens positioned away from pond edge • Clear boundaries marked for safe working area **Emergency procedures:** • If child falls in: Alert other adults immediately, use reaching aid (pole/rope) - DO NOT enter water unless trained in water rescue • Call 999 if child submerged or cannot be immediately retrieved • Remove child from water, assess for injuries, treat for hypothermia • Contact parents immediately • Complete accident report • Review risk assessment **Water quality:** • Pond water not to be drunk • Hands to be washed thoroughly after any pond activities • Any cuts/grazes to be covered with waterproof plaster before pond activities • If water swallowed, rinse mouth and monitor for illness **Pond maintenance:** • Current depth: up to 50cm water + up to 20cm mud (total up to 70cm) • Depth to be checked and recorded termly • Banks to be maintained and vegetation managed to allow clear sightlines		

Ticks	Everyone using the woods/Forest area	Lyme disease from infected ticks	Long sleeves and long trousers to be worn - in all weathers. Anti-tick bug spray to be recommended to parents and to attending staff. Any tick found on a child during session to be left but a GREEN circle drawn in pen around the tick. Immediate notification to office and to parent. Tick info leaflets to be available to parents at beginning of every term.	Y Ongoing	
Tree/slack line climbing	Anyone underneath or climbing	Falls; landing on someone/ something; rope burns; equipment failure	Teach correct climbing techniques. Ensure no one else is underneath when climbing. Check the ground below climbing area before starting to remove any obstacles which could cause injury. Limit height climbed to 1.5m. Slack line equipment checked before each use for wear and tear. Slack line positioned over soft ground only. Adult supervision at all times during climbing activities.	Y Ongoing	Y

Tool Use	Anyone using, or in area of tools	Cuts, impaling, bruising, puncture wounds	Teach correct use of tools. Instil need for "blood bubble" safety zone around the child working. Only used in designated tool area. GD to check tools before each session to ensure there are no defects. Safe stance (3-point stance) taught and adhered to. Blood bubbles taught and adhered to. **Brace and bits** - requires adult supervision, conversation about the sharp parts of a drill bit, used on correct wood only, carrying rules adhered to. **Carving tools** - small, handheld tools for carving wood. Safety taught - children aware of danger triangle for woodworking and of dangers of slipping - hence safety stance. Requires an adult supervision. **Knives and saws** - Adult supervision, detailed safety talk and demonstration before every use (even if child has used before) constant supervision by GD. Knives kept in Ammo Tin and locked when not in use. Only GD to move tin. Office to be aware Knives are on site with laminated Knife card. **Saws** - 1 to 2 supervision. To be used with sawhorse only. Smaller children to use when GD is holding other end of saw. Correct placement of hand on sawhorse taught and monitored. Blade covers applied whenever not in use. NOT USED when knives are being used. Rest is as with knife use. GD will stop use of tools should she deem the children to not be following instructions or if they are not in the correct mindset for the activity.		

Mud	Anyone with mobility needs using area	Balance issues, wheelchair getting stuck etc	FS leader to ensure any mud areas are either designated for playing in OR are covered with wood chip or similar to limit causing issues (balance, added strain) for those with impaired mobility.	Y	Y

Fire/Fire Pit Use	Everyone using the area, particularly those near the fire pit	**Primary risks:** • Burns from flames, hot coals, or hot surfaces (fire pit, cooking equipment) • Smoke inhalation • Clothing catching fire • Eye irritation from smoke • Fire spreading to surrounding vegetation/structures • Burns from hot food/drinks • Carbon monoxide poisoning in poorly ventilated areas **Secondary risks:** • Panic response to fire • Trips/falls while moving away from fire • Scalds from boiling water/hot liquids	**Site preparation:** • Fire pit positioned minimum 2m from trees, structures, fences and flammable materials • Fire pit on level, non-flammable ground • Clear 3m radius around fire pit of dry leaves, twigs, debris and trip hazards • Check wind direction and strength - do not light in high winds (above 20mph) or very dry conditions • Fire circle marked clearly with logs/stones positioned 2m from fire edge • Designated seating positions for children marked • Check for overhead hazards (low branches) **Equipment checks before lighting:** • Fire pit inspected for cracks, damage, stability • Fire blanket present, accessible and in date • Large bucket of water (minimum 10 litres) positioned near fire • Additional water source identified • First aid kit with burns dressings readily available • Heat-proof gloves available and in good condition • Long-handled tools for fire management available • Mobile phone for emergencies **Supervision and ratios:** • **Minimum 2 adult to child ratio when fire is lit** • At least one adult to be dedicated fire supervisor (cannot supervise other activities) • GD or designated trained adult only to light and manage fire • Never leave fire unattended - if adults must leave, fire must be extinguished **Before lighting - safety briefing:** • All children and adults briefed on fire safety rules before EVERY fire session	Y Before each fire session	Y

			• Fire circle boundaries explained and shown • Emergency procedures explained (stop, drop, roll) • Assembly point identified away from fire area **Fire safety rules taught and enforced:** • Stay seated in designated positions unless given permission by adult • No running, pushing or rough play near fire area • Keep 2m distance from fire edge (fire circle rule) • Never throw anything into fire • Never touch fire pit, cooking equipment or fire tools • If smoke blows toward you, move position calmly • Listen to and follow adult instructions immediately • Alert adult immediately if anyone's clothing catches fire or someone is burned **Personal safety requirements:** • Long hair tied back securely • Loose clothing tucked in or secured • No synthetic materials near fire (fleeces to be removed) • Appropriate footwear (closed-toe, no loose laces) • Scarves and dangly jewellery removed • Coats unzipped (easier to remove if catches fire) **Fuel management:** • Only seasoned hardwood to be used • No green wood, plastics, treated wood, or rubbish • Fuel stored minimum 2m from fire • Only adults to add fuel to fire • Small amounts added gradually • No accelerants (petrol, lighter fluid) to be used **During fire use:** • Regular head counts (every 10 minutes) • Monitor wind direction and strength continuously		

			• Monitor children for signs of smoke inhalation (coughing, difficulty breathing) • Ensure children rotate positions if smoke affecting them • Keep fire size appropriate (no higher than 30cm flames) • Fire supervisor to maintain clear view of all children and fire • Any child showing unsafe behaviour to be moved away from fire area **Cooking on fire:** • Only adults to handle hot cooking equipment • Heat-proof gloves worn when handling hot items • Long-handled utensils used • Children maintain 2m distance unless invited closer by adult for supervised activity (adult supervision for close activities) • Hot food/drinks placed in designated cooling area away from fire • Food/drinks tested by adult before children consume • Pot handles turned inward • Stable surfaces used for hot items **Emergency procedures:** • **If clothing catches fire:** Stop, drop, roll. Use fire blanket if available. Remove smouldering clothing if safe to do. Cool burn with water for 20 minutes. Call 999 if serious. • **If burned:** Move away from fire. Cool burn with running water for 20 minutes (not ice). Cover with cling film or sterile dressing. Call 999 if: burn lager than affected person's hand, on face/hands/feet/genitals, deep, caused by chemicals/electricity. Call parents immediately.		

			• **If fire spreads:** Evacuate all children to assembly point. Call 999. Use water/fire blanket if safe to do so. Do not attempt to fight large fire. • **If smoke inhalation:** Move to fresh air. If difficulty breathing, call 999. Monitor and reassure. **Extinguishing fire:** • Allow fire to burn down naturally where possible • Spread out embers with long-handled tool • Douse thoroughly with water • Stir ashes and douse again • Check for hot spots with back of hand (not touching) • Ashes must be cold before leaving site • Fire pit checked and confirmed safe before departing **After session:** • Debrief with children about fire safety • Check all children for minor burns/injuries • Record any incidents in accident book • Review session and identify any improvements needed		
Brambles/Nettles	Everyone using the area	Scratches, stings, allergic reactions	Regular vegetation management by GD. Children taught to identify and avoid. Long sleeves and trousers worn. Dock leaves identified for nettle stings. First aid available for reactions.	Y Ongoing	Y

Additional Control Measures *(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).*	**Action by Whom** *(list the name of the person/people who have been designated to conduct actions)*	**Action by When** *(set timescales for the completion of the actions – remember to prioritise them)*	**Action Completed** *(record the actual date of completion for each action listed)*	**Residual Risk Rating**
FS leader to have 1 other adult present for safeguarding/emergency procedures as deemed necessary by head	Mrs Dutson/Mrs O'Sullivan	Completed	Y	L
FS leader to have medical issues and SEND children listed on class sheet prior to each session	Mrs Dutson + secretary/class teacher	Updated as new children join/medical issues arise	Ongoing	L

Rope/Swing safety – rules reiterated on a half termly (or as deemed necessary) basis to match new insurance guidelines	Mrs Dutson	Ongoing	Ongoing	M
Pond safety procedures reviewed with all adults and children at start of every session. Pond depth checked and recorded termly.	Mrs Dutson + other adults using area	Before each session / Termly depth check	Ongoing	M
Brambles/Nettles management	Mrs Dutson + other adults using area	Ongoing	Ongoing	L
Fire safety procedures reviewed and taught to all adults and children before any fire lighting activity. Emergency procedures practiced termly. Fire equipment checked before each use.	Mrs Dutson + other adults using area	Before each fire lighting session and reviewed termly	Ongoing	M
All adults supervising Forest School activities to receive training in pond safety and rescue procedures, fire safety and management, burns first aid, emergency evacuation procedures	All adults supervising Forest School activities to receive training in pond safety and rescue procedures, fire safety and management, burns first aid, emergency evacuation procedures	Annually or when new staff join	Next due:	M
Emergency contact numbers and procedures displayed in Forest School area and known to all supervising adults	Mrs Dutson	Completed and reviewed termly	Next review:	L
DATE OF REVIEW: *Record actual date of review*	**COMMENTS:** *Record any comments reviewer wishes to make. Including recommendations for future reviews.*			
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	**The activity must not take place at all.** You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from DNEAT
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.