



## Site Assessment Form & Woodlands Risk Assessment for Lucy's Little Forest School

<b>Location: Wilderness Woods</b> <b>Phone number of owners:</b> <b>01825 830 509</b> <b>postcode: TN22 4HJ</b> <b>Grid Ref: TV535 240</b>	<b>Name: Michaela Barkaway</b>	<b>Date: Jan 2019 – Jan 2020</b>
<b>Description of site / activity / tools:</b> <b>Owner of Wilderness Wood: Emily and Dan Morrish</b> <b>Lucy's Little Forest School (LLFS): On site Education business</b> <b>Telephone number: 01825 830 509</b> 62 Acres of chestnut coppice with strands of beech, cedar and Giant Sequoia. Wilderness Woods is situated in the High Weald Area of Outstanding Natural Beauty (AONB) on the edge of a valley with gentle slopes descending to mid-way down the valley side. There is a stream that dissects the plot and a pond. There are woodland tracks for machinery to access for harvesting coppiced sections of the woods. Both a productive woodland business and a natural place. An Ancient wood with two Roman iron smelting sites. Wood products include poles, firewood, furniture and Christmas Trees. There are trails through the woods and open paddock areas or meadows descending between the wooden areas down the valley. <b>Shooting:</b> No stalking/shooting while WW is open to the public – 9am - 6pm <b>Debris:</b> <b>Animals:</b> Usual country animals of non-dangerous nature are present. <b>Dogs:</b> The site is open to the public and dog walkers. Owners are required to clear after their dogs. <b>Flora and Fauna:</b> There is a wide variety of trees and ground flora. Good habitat for birds, insects and mammals. <b>Access:</b> From main car park - access past cafe and workshops to the woodland trails <b>Vehicles:</b> Only authorised off roading vehicles will be able to access site. Car park active with public vehicles <b>Water:</b> There is a stream and pond <b>Interesting features:</b> An Ancient wood with two Roman iron smelting sites. Both a productive woodland business and a natural place. <b>Telephone Access: 01825 830 509</b>		

Hazard		Harm	People at risk	Probability (1-5)p	Severity (1-5)s	Rating (1-25) p x s	Existing measures	Who to action and when
Site and environment	Wind, rain	Exposure, hypothermia	All	2	2	4	All groups advised to wear appropriate clothing	Lucy's Little Forest school (LLFS) Leaders aware of daily weather report before beginning activities and will choose to stop the visit entirely or once started.
	Windfall	impact, crush injuries	All	2	3	6	Wilderness Wood to remove high risk branches, extra care taken in high wind	LLFS Leader makes decision on the weather before group enters wood
	Inappropriate footwear/clothing	Slips, trips, increased exposure to cuts	All	2	3	6	A list of appropriate clothing is given to the groups organisers in advance of session. Leaders to arrange loan of appropriate extra clothing if appropriate - limited clothing held on site.	LLFS Leader can cancel or change activities for the visit if the group are inadequately equipped
	Sliding log piles	Impact / crush injuries	All	2	3	6	Wilderness Wood and Andrew Coates responsible for maintaining wood stacks, brief to stay away.	LLFS Leader to raise awareness in welcome talk. Signage at every stack by WW and AC.
	Roots/uneven steps/sticks, wet, terrain	Slips, trips	All	3	2	6	There are woodland paths but they are natural with roots and tree stumps.	LLFS Leader to raise awareness in welcome talk - advise care and walking
	Dangers from working machinery in woods and yard	Crush, laceration, impact injuries, burns	All	1	5	5	Woodland machinery is kept in work zones area. Clearly marked with no entry signs or tape around work area.	LLFS Leader to be aware of such activities and keep group away from these zones where possible. Leader to raise awareness in welcome talk. Work to be stopped by WW/AC if school group visiting and it could be a danger to children/adults.

	Falling into unfenced water	Drowning, hypothermia, poisoning	All	1	5	5	Clear around waterways - highly visible. Groups have recommended ratios of adults to children. Reed bed – clearly signed – danger area by WW	LLFS leader to not allow any access to pond or Reed bed, WW to provide clear signage for visitors to not enter either area as LLFS consider these area dangerous. School briefed on this at pre-visit.
	Child wandering off	Becoming lost	Children	2	3	6	Head counts - all visiting groups to have recommended ratios of adults to children	LLFS Leader to do Welcome talk - all children to stay with allocated adult
	Brambles, nettles etc.	Stings, scratches	All	3	2	6	Wilderness Wood to keep controlled in activity areas however this is a natural site	LLFS Leader to explain which plants may scratch , sting and avoid.
	Poisonous toadstools/plants	Poisoning, allergy, anaphylaxis	All	1	5	5	All groups made aware at start of visit	LLFS Leader during Welcome talk to raise awareness not to touch - existing allergies to be disclosed
	Woodstove in the barn	Burns, smoke inhalation, carbon monoxide poisoning	All	1	5	5	Café to ensure 1st aid supplies are appropriate ad fire is safe, Wilderness Wood to ensure fire place is maintained	Visitors to make themselves aware
	Dogs	Attack, toxicara	All	1	5	5	Groups kept in activity areas, dog walkers made aware of their responsibilities to clear away after them and that site is for friendly dogs only.	Wilderness Wood and LLFS Leader to monitor overall. LLFS leader to check area where activities to take place for dog faeces. Advise groups to stand still and let dog move on - don't try to stroke.
Group and the individuals within it	E.g. SEN, behavioural difficulties, learning difficulties, disabilities	Increased likelihood of other risks occurring or unpredictable behaviour- also access to woodland	All	1	5	5	Such conditions to be disclosed, consider separate risk assessment, if participant generally requires a guardian, guardian must be present and take responsibility for their safety and actions	LLFS Leader to discuss with visiting group leader's on pre - visit or at booking stage.

	Injuries from carrying sticks	Impact / pierce injuries	All	3	2	6	LLFS Leader to supervise proper carrying. and demonstrate for activities that need sticks to be carried. Consider barring carrying of sticks if not necessary	LLFS Leader to oversee - visiting group adults to ensure safe carrying is being performed
Activity	Falling from play equipment	Impact / pierce injuries,	All	2	3	6	Old play area has been removed. New areas include mud kitchen and tyre swing and play glade with zip wire, slide, wooden plank swing - wood chips under these supplied by WW if necessary.	Supervised time on the equipment by visiting group leaders - school leaders. Schools provide own risk assessment for this play time.
	Faulty equipment	Failure leading to impact / pierce injuries	All	1	5	5	Wilderness Wood to ensure equipment is maintained for all relevant activities that will be using equipment	Wilderness Woods to check equipment and maintain to standards required for health and safety. LLFS to check equipment before group arrives.
	Misuse of equipment	Impact / pierce injuries	All	1	5	5	Wilderness wood and LLFS leader depending on equipment to ensure equipment and surrounding area is made safe. Participants / guardians to follow instructions and made aware of risks, 1st aid facilities and that they use at own risk	LLFS Leader to ensure clear demonstrations are given and activities are supervised to prevent misuse. Recommended adult to child ratio's on each equipment.
	Cuts and damage to hands when making fence posts	Impact / pierce injuries	All	1	5	5	Wilderness wood to ensure equipment and surrounding area is made safe, participants / guardians made aware of risks, 1st aid facilities and that they use at own risk	Wilderness Woods and LLFS leader to ensure clear demonstrations are given and activities are supervised to prevent misuse. Recommended adult to child ratio's
	Splinters	Impact / pierce injuries	All	1	5	5	Wilderness wood to ensure equipment and	Wilderness Woods and LLFS leader to ensure

							surrounding area is made safe, participants / guardians made aware of risks, 1st aid facilities and that they use at own risk	clear demonstrations are given and activities are supervised to prevent misuse. Recommended adult to child ratio's
Transport Woodland equipment and work areas	Traffic	Being hit	All	1	5	5	Car park is well sign posted and once children arrive they are greeted and taken to area away from car - park. Off road woodland machinery drives at very slow pace and Dan Morrish WW and Andrew Coates alongside their team are aware of any visiting groups and where they will be. No vehicles are prohibited in the lower car park to include woodland machinery and ww team cars whilst school visiting. Clear communication WW, AC and LLFS for site use while a school is in.	LLFS Leader to check any woodland works on day of visit and ensure groups visit is communicated - and decision taken as to where to take group to avoid conflicts. Note – excluding lower car park, play glade, marquee and mud kitchen area. All work area, construction sites, coppicing, felling tree, woodland machinery/equipment clearly mark area for no entry for schools/groups - WW/AC to provide this. WW Volunteers to have full training on equipment/machinery.
<b>Nearest Phone:</b> Leader's mobile phone Wriggly 07949672141 Lucy 07766 486548 Mel 07588 604622 Julie 07961971646 or cafe 01825 830509				<b>First Aid Box Location:</b> Lucy's Little Forest School Team leader's rucksack				
<b>Nearest Hospital:</b> Princess Royal Hospital Haywards Heath: 01444 441881				<b>First Aider:</b> Michaela Barkaway, Lucy Clark, Sarah Kelleher, Mel Evans.				

<p><b>Nearest Defibrillator:</b> Hadlow Down Village hall - 999 call request code for machine</p>	<p>School teachers/ member of school staff always responsible for First Aid with visiting school classes</p>	
<p><b>Ambulance Meeting Point:</b> Main Car Park Wilderness Woods by cafe Request 4x4 for woodland access</p>	<p><b>First Aid Contingency:</b> 999</p>	
<p><b>Current Control Measures</b></p> <p>Schools – Recommended OFSTED child ratio for school visits. Activities/events- Children supervised by accompanying adult at all times. No child to be left with LLFS Leader.</p> <p>Birthday parties – Parent/carer running party to have responsibility of children. Lucy's Little Forest School team will run the party and be in charge of all activities we do in the time allocated.</p> <p>Schools and groups are only covered by Lucy's Little Forest School insurance and Health and safety procedures while attending a session led by a Lucy's Little Forest school leader - while at lunch, self-led activities, lunch, play - non led by Lucy's Little Forest school the group must ensure they have relevant risk assessment and have conducted a pre visit check and insurance is in place.</p> <p>Supervision levels: Reception: 1adult:4 pupils, years 1-3: 1 adult:6 pupils, years 4-6: 1 adult:10-15 pupils, year 7+: 1 adult:15-20 pupils - minimum ratios</p> <p>Safety talk on arrival</p> <p>Hand washing with soap before lunch</p> <p>Chipped bark under equipment</p> <p>Guidance for children on looking where they are going because of tree roots and slippery ground, poisonous plants</p> <p>No climbing on log piles</p> <p>Stay away from machinery and tools</p> <p>Top and tail groups with adults</p> <p>Frequent head counts</p> <p>Clear boundaries to the wood</p> <p>Supervision of the use of play area required from school</p> <p>School teachers/ member of school staff always responsible for First Aid with visiting school classes</p> <p>Clear boundaries of behaviour standards during activity</p> <p>Adults hold tools when fence post is being made and other children watch from a distance</p>		
<p><b>(L) LIKELIHOOD</b></p> <p>1 Hazard exists very infrequently; limited numbers exposed</p> <p>2 Likely to occur; hazard exists intermittently or occurs occasionally</p> <p>3 Likely to occur soon; permanent hazard or occurs daily/repeatedly; many may be exposed</p>	<p><b>(S) SEVERITY OF HAZARD</b></p> <p>1 Could cause minor injury only</p> <p>2 Could cause major injury/3 day or more absence</p> <p>3 Could cause a fatality/severe injury</p>	<p><b>(R) RISK LEVEL</b> is the product of Likelihood and Severity (L x S)</p> <p>Very High Risk score 6 or 9 (Activity not to commence)</p> <p>Moderate Risk score 3 or 4 (Additional control measures)</p>

		Low Priority Risk score 1 or 2
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VERY HIGH RISK SCORES (6 TO 9) NEED ADDITIONAL ACTION. ACTIVITY MUST NOT COMMENCE.

I agree to the above **Site Assessment Form & Woodlands Risk Assessment for Lucy's Little Forest School January 2019 – January 2020**

**Sign:**

**Date:**

**Print name:**